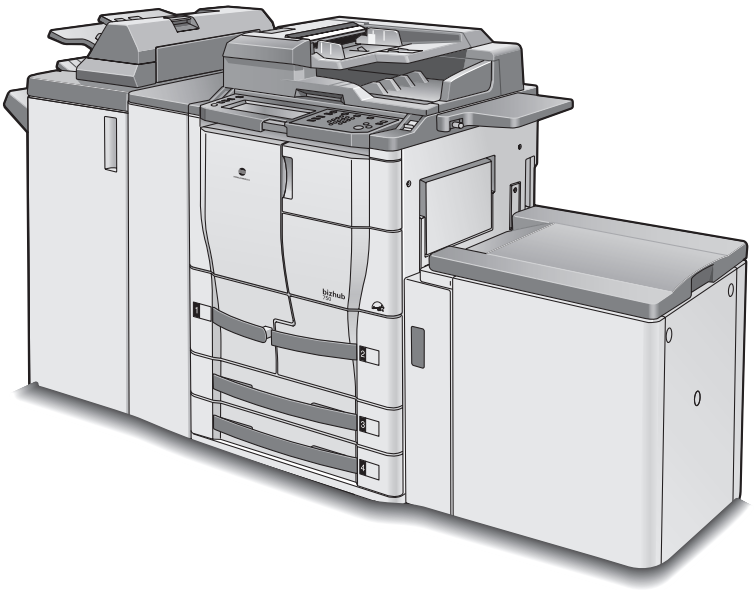
KONICA MINOLTA

The essentials of imaging

bizhub 750/600

User's Guide [Copy Operations]



Introduction

Thank you for choosing this machine.

This manual contains details on the operation of the various functions of the machine, precautions on its use, and basic troubleshooting procedures. In order to ensure that this machine is used correctly and efficiently, carefully read this manual before using the machine. After reading the manual, store it in the designated holder so that it can easily be referred to when questions or problems arise during operation.

The illustrations used in this manual may appear slightly different from views of the actual equipment.

Energy Star®

As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency.

What is an ENERGY STAR® Product?

An ENERGY STAR® product has a special feature that allows it to automatically switch to a “low-power mode” after a period of inactivity. An ENERGY STAR® product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

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Available Features

Automatically selecting the paper

The most appropriate paper size can automatically be selected based on the size of the loaded original and the specified zoom ratio.

For details, refer to “Automatically Selecting the Paper Size (“Auto Paper Select” Setting)” on page 3-26.

Adjusting copies to the size of the paper

The most appropriate zoom ratio can automatically be selected based on the size of the loaded original and the specified paper size.

For details, refer to “Automatically Selecting the Zoom Ratio (“Auto Zoom” Setting)” on page 3-29.

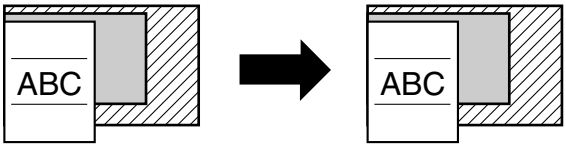
Scanning the document in separate batches

A document with a large number of pages can be divided and scanned in separate batches. Double-sided copies can be produced by using the original glass or the original pages can be alternately loaded onto the original glass or into the automatic document feeder, and then all pages can be printed together as a single job.
For details, refer to “Scanning a Multi-Page Original from the Original Glass” on page 3-13 and “Scanning the Original in Separate Batches (“Separate Scan” Setting)” on page 3-11.

Copying an original containing various page sizes

An original with various page sizes can be scanned and copied together.

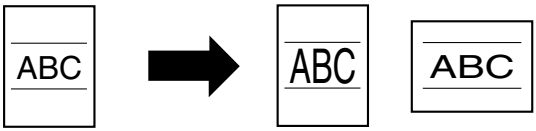
For details, refer to “Copying Original of Mixed Sizes (“Mixed Original” Setting)” on page 3-15.



Specifying separate horizontal and vertical zoom ratios

By specifying separate horizontal and vertical zoom ratios, copies of the original can be resized as desired.

For details, refer to “Typing In Separate X and Y Zoom Ratios (Independent Zoom Settings)” on page 3-35.



Adjusting copies according to the image quality of the original

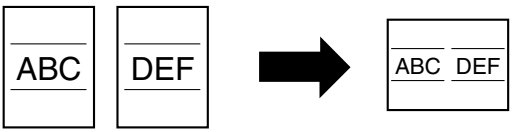
The copies can be adjusted according to the image quality of the original.

For details, refer to “Positioning Original With Small Print or Photos (Orig. Image Type Settings)” on page 3-45 or “Adjusting the Print Density (Density Settings)” on page 3-48.

Copying multiple Original pages onto a single page

Multiple pages of the original can be printed together on a single page.

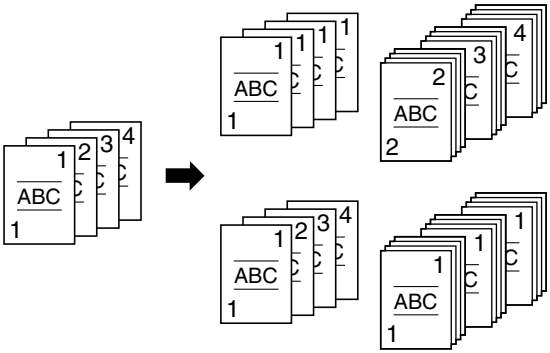
For details, refer to “Copying Multiple Original Pages Onto a Single Page (Combine Originals)” on page 3-52.



Sorting copies

The sorting method for outputting copies can be selected.

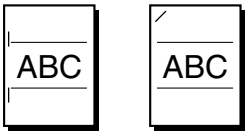
For details, refer to “Separating Copies by Sets (“Sort” Setting)” on page 3-56, “Separating Copies by Pages (“Group” Setting)” on page 3-57.



Stapling copies

Copies can be stapled together before they are fed out.

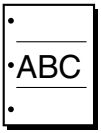
For details, refer to “Stapling Copies (Staple Settings)” on page 3-59.



Punching holes in copies

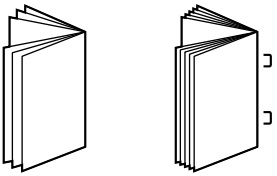
Holes for filing can be punched in the copies.

For details, refer to “Punching Holes in Copies (Punch Settings)” on page 3-63.



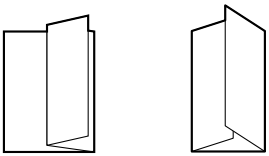
Center folding/binding

Copies can be folded in half or bound with staples, then folded in half. For details, refer to “To fold copies at the center (“Half Fold”)” on page 3-67 and “To bind copies at the center (“Fold & Staple”)” on page 3-68.



Zigzag folding and folding in three

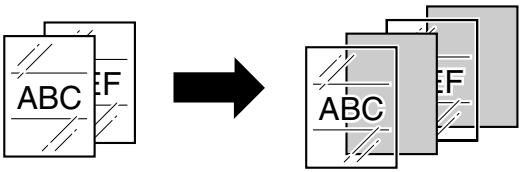
Copies can be folded fanned or in three. For details, refer to “To fold copies fanned (“Z-Fold”)” on page 3-69 and “To fold copies in three (“Tri-Fold”)” on page 3-70.



Inserting paper between copies of overhead projector transparencies

After each overhead projector transparency copy is printed, a page can be added to the stack as an interleaf.

For details, refer to “Inserting Paper Between Overhead Projector Transparencies (“OHP Interleave” Function)” on page 8-2.

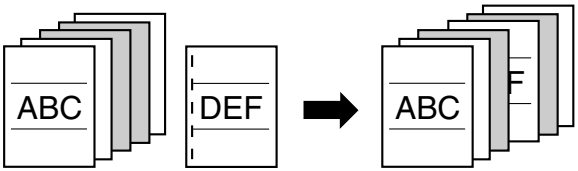


Inserting copies of a different original at a specified location

An original page scanned from the original glass can be inserted between

original pages scanned with the automatic document feeder, and all copies can be fed out together.

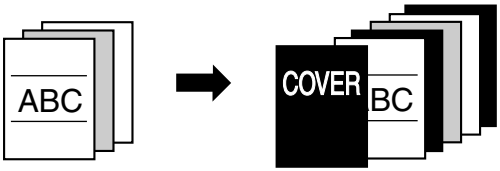
For details, refer to “Inserting Copies of a Different Original at a Specified Location (“Insert Image” Function)” on page 8-6.



Adding a cover page/insertion

Cover pages or insertions can be added to copies.Copies can be produced using different paper (for example, colored paper) for the cover pages and insertions.

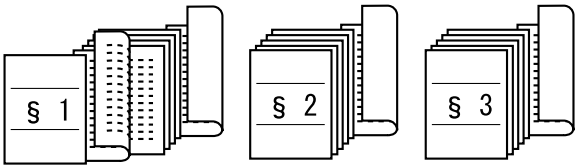
For details, refer to “Adding Cover Pages (“Cover Mode” Function)” on page 8-12 and “Inserting Cover Pages (“Insert Sheet” Function)” on page 8-16.



Copying with chapter title pages on the front side

Double-sided copies can be made so that the chapter title pages are printed on the front sides of pages.

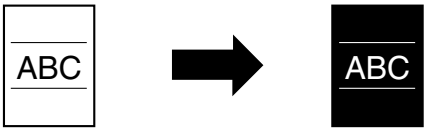
For details, refer to “Specifying Pages To Be Printed on the Front Side (“Chapters” Function)” on page 8-22.



Copying with reversed colors

An original can be copied with the light- and dark-colored areas of images inversed.

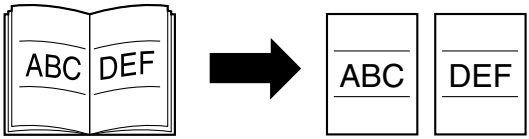
For details, refer to “Copying With Image Colors Inversed (“Neg-/Pos. Reverse” Function)” on page 8-28.



Separately copying a page spread

A page spread, such as in an open book or catalog, can be copied onto separate pages.

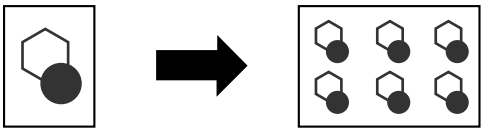
For details, refer to “Producing Separate Copies of Each Page in a Page Spread (“Book Copy” Function)” on page 8-30.



Repeating copy images

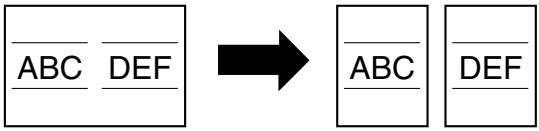
An original image can be repeatedly printed on a single sheet of paper.

For details, refer to “Repeating the Copy Image on a Sheet of Paper (“Image Repeat” Function)” on page 8-38.



Splitting an original page into two copies

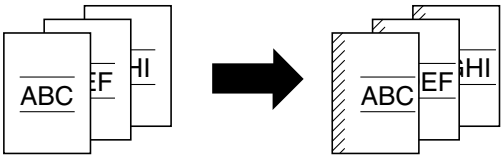
A single original page can be divided in two and each half can be printed on separate copies. For details, refer to “Copying an Original on Two Pages (“Booklet Pagination” Function)” on page 8-51.



Making copies for filing

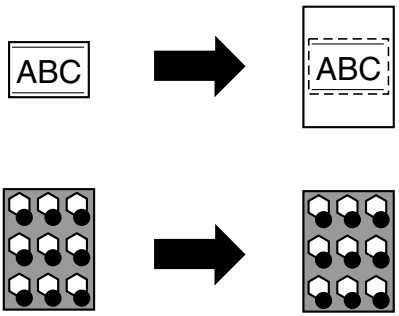
Copies can be printed with a filing margin so they can easily be stored in filing binders.

For details, refer to “Adding Filing Margins to Copies (“Page Margin” Function)” on page 8-54.



Adjusting the image to fit the paper size

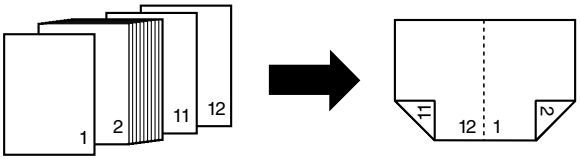
Copies can be produced after specifying the position of the original image on the paper. For details, refer to “Adjusting the Image To Fit the Paper (Image Adjustment Settings)” on page 8-61.



Copying with a layout for center binding

Copies can be made with the pages arranged in the layout of a magazine.

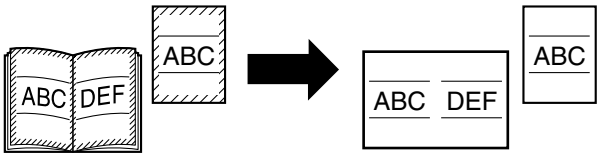
For details, refer to “Copying Booklet Original (“Booklet” Function)” on page 8-66.



Erasing sections of copies

The transmission information in received faxes and the shadows from punched holes and from the bindings and edges of books can be erased in copies.

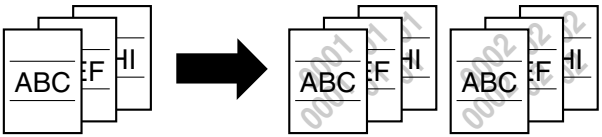
For details, refer to “Erasing Specified Areas of Copies (“Erase” Functions)” on page 8-69.



Printing distribution text on copies

Each copy set can be printed with distributions numbers, page numbers, or the date.

For details, refer to “Printing the Date/Time, Page Number or Distribution Number on Copies (Stamp/Overlay Functions)” on page 8-77.



Managing jobs

The print status of copy jobs can be checked and the jobs can be managed.

For details, refer to “Managing Jobs (Job List)” on page 11-2.

Programming copy settings

Frequently used copy settings can be programmed and recalled to be used with other copy jobs.

For details, refer to “Registering Copy Programs (Mode Memory)” on page 4-10.

Checking the copy settings

Screens showing the current copy settings can be displayed. From these screens, the copy settings can also be changed.

For details, refer to “Checking the Copy Settings (Mode Check)” on page 4-2.

Enlarging the size of text in touch panel screens

The text and buttons in the touch panel can be displayed in a larger size that is easier to read, allowing basic copy operations to be easily performed.

For details, refer to the Enlarge Display Operations of the bizhub750/600 User’s Guide.

Displaying explanations of functions and settings

The name and function of parts and details of functions and settings appears in the Help screens.

For details, refer to “Displaying Function Descriptions (Help)” on page 4-17.

Interrupting a copy job

The copy job being printed can be interrupted in order for a different copy job to be printed.

For details, refer to “Interrupting a Copy Job (Interrupt Mode)” on page 4-8.

Printing a sample copy

Before printing a large number of copies, a single proof copy can be printed so that it can be checked.

For details, refer to “Printing a Proof Copy To Be Checked (Proof Copy)” on page 4-5.

Explanation of Manual Conventions

Note
Text highlighted in this manner contains references and supplemental information concerning operating procedures and other descriptions. We recommend that this information be read carefully.

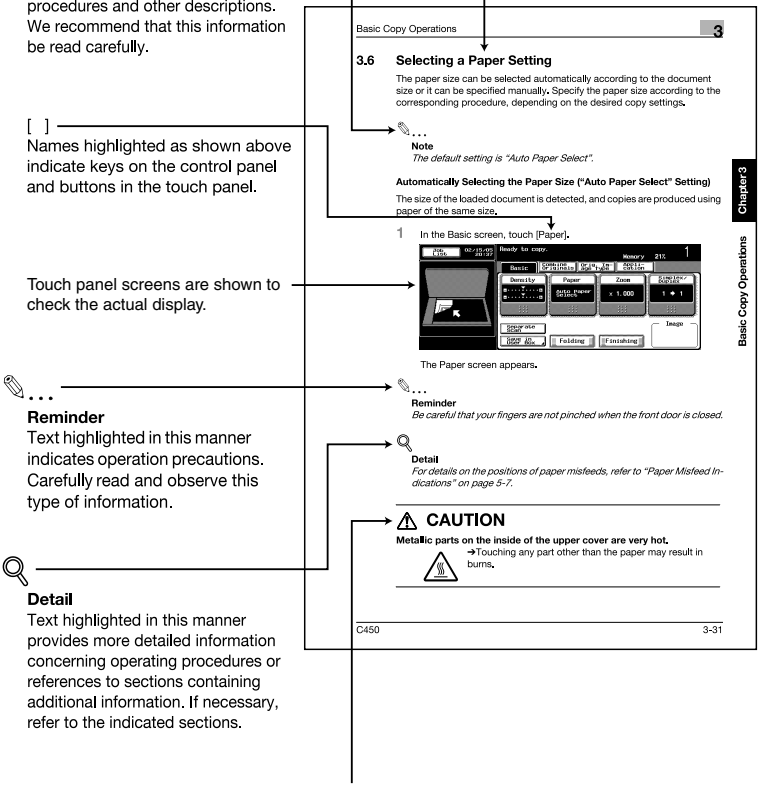
[]
Names highlighted as shown above indicate keys on the control panel and buttons in the touch panel.

Touch panel screens are shown to check the actual display.

Reminder
Text highlighted in this manner indicates operation precautions. Carefully read and observe this type of information.

Detail
Text highlighted in this manner provides more detailed information concerning operating procedures or references to sections containing additional information. If necessary, refer to the indicated sections.

Titles indicate the contents of the section.



⚠ WARNING , CAUTION
Text highlighted in this manner indicates precautions to ensure safe use of this machine. "Warning" indicates instructions that, when not observed, may result in fatal or critical injuries. "Caution" indicates instructions that, when not observed, may result in serious injuries or property damage.

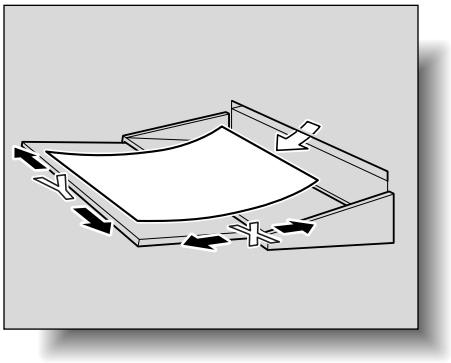
(The page shown above is an example only.)

Descriptions and Symbols for Original and Paper

The use of words and symbols in this manual are explained below.

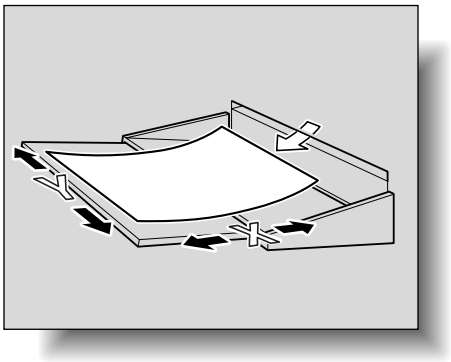
“Width” and “Length”

Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper (shown as “Y” in the illustration) and the second to the length (shown as “X”).

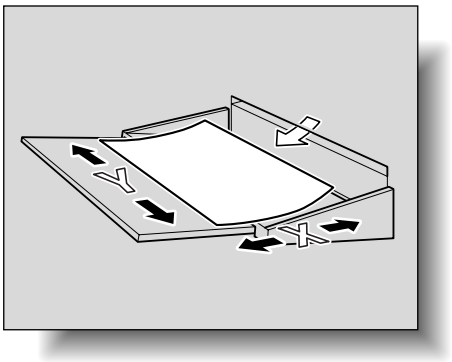


Paper Orientation

Lengthwise (▭)
If the width (Y) of the paper is shorter than the length (X), the paper has a vertical or portrait orientation, indicated by ▭.



Crosswise (⬓)
If the width (Y) of the paper is longer than the length (X), the paper has a horizontal or landscape orientation, indicated by ⬓.



User's Guides

The following User's Guides have been prepared for this machine.

User's Guide [Copy Operations] <this manual>

This manual contains details on basic operations and the operating procedures for the various copy functions.

- Refer to this User's Guide for details on operating procedures for copy functions, including precautions on installation/use, turning the machine on/off, loading paper, and troubleshooting operations such as clearing paper misfeeds.

User's Guide [Network Scanner Operations]

This manual contains details on specifying network settings for standard equipment and on operations for scanning functions.

- Refer to this User's Guide for details on operating procedures for network functions and for using Scan to E-Mail, Scan to FTP and Scan to PC (SMB).

User's Guide [Box Operations]

This manual contains details on operating procedures for using the boxes.

- Refer to this User's Guide for details on operating procedures for using the boxes on the hard disk.

User's Guide [Enlarge Display Operations]

This manual contains details on operating procedures for using copy functions in Enlarge Display mode.

- Refer to this User's Guide for details on operating procedures in Enlarge Display mode.

Legal Restrictions on Copying

Certain types of original must never be copied with the purpose or intent to pass copies of such documents off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

<Financial Instruments>
- Personal checks
- Traveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Documents>
- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

<General>
- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of a document, consult with legal counsel.

1 Installation and Operation Precautions

1 Installation and Operation Precautions

1.1 Safety Information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.

Make sure you observe all of the precautions appear in each section of this manual.

...

Note

Some parts of the contents of this section may not correspond with the purchased product.

Warning and Precaution Symbols

The following indicators are used on the warning labels or in this manual to categorize the level of safety warnings.

⚠**WARNING**	Ignoring this warning could cause serious injury or even death.
⚠**CAUTION**	Ignoring this caution could cause injury or damage to property.

Meaning of Symbols



A triangle indicates a danger against which you should take precaution.



This symbol warns against cause burns.



A diagonal line indicates a prohibited course of action.



This symbol warns against dismantling the device.



A solid circle indicates an imperative course of action.



This symbol indicates you must unplug the device.

Disassemble and modification

⚠WARNING

- Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.



- Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.



Power cord

⚠WARNING

- Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.

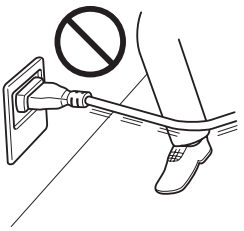


- Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock.



- Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown.
 Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.





Power source

⚠WARNING

- Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock.



- Connect power plug directly into wall outlet having the same configuration as the plug. Use of an adapter leads to the product connecting to inadequate power supply (voltage, current capacity, grounding), and may result in fire or shock. If proper wall outlet is not available, the customer shall ask qualified electrician for the installation.



- Do not use a multiple outlet adapter nor an extension cord in principle. Use of an adapter or an extension cord could cause a fire or electrical shock.
 Contact your authorized service representative if an extension cord is required.



- Consult your authorized service representative before connecting other equipment on the same wall outlet. Overload could result in a fire.



⚠CAUTION

- The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs.



Power plug

⚠WARNING

- Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.



- Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.



⚠CAUTION

- Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.



- Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.



Grounding

⚠WARNING

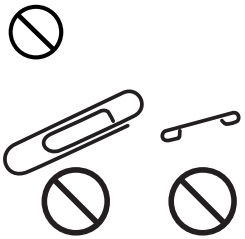
- Connect the power cord to an electrical outlet that is equipped with a grounding terminal.



Installation

⚠WARNING

- Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown.
 Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



⚠CAUTION

- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.



- Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.



- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.



- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.



- Do not use flammable sprays, liquids, or gases near this product, as a fire could result.



Ventilation

⚠CAUTION

- Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals.



Actions in response to troubles

⚠WARNING

- Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.



- Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.



⚠CAUTION

- The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a “Caution HOT” caution label.



Consumables

⚠WARNING

- Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.



⚠CAUTION

- Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.



- Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.



When moving the machine

⚠CAUTION

- Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.



- When moving this product, always hold it by the locations specified in the User's Guide or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.



Before successive holidays

⚠CAUTION

- Unplug the product when you will not use the product for long periods of time.



1.2 Regulation Notices

CE Marking (Declaration of Conformity) for Users of the European Union (EU)

This product complies with the following EU directives:
89/336/EEC, 73/23/EEC and 93/68/EEC directives.

This declaration is valid for the area of the European Union.

This device must be used with a shielded network (10 Base-T/100 Base-TX) cable and a shielded parallel cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

USER INSTRUCTIONS FCC PART 15 - RADIO FREQUENCY DEVICES (For U.S.A. Users)

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules.
These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

WARNING: The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

This device must be used with a shielded network (10 Base-T/100 Base-TX) cable and a shielded parallel cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 4) (For Canada Users)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

For Users in countries not subject to Class B regulations

WARNING
This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

This device must be used with a shielded network (10 Base-T/100 Base-TX) cable and a shielded parallel cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

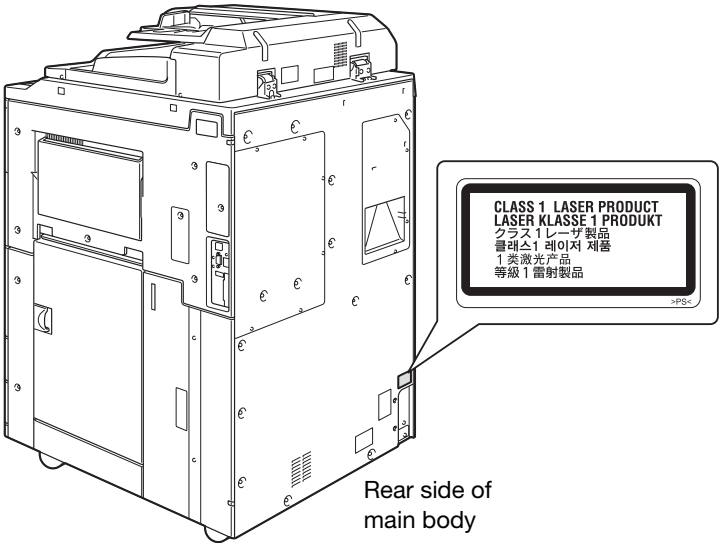
Laser Safety

This product employs a Class 3B laser diode having maximum power of 15 mW and wavelength of 770 - 800 nm.
This product is certified as a Class 1 laser product. Since the laser beam is concealed by protective housings, the product does not emit hazardous laser radiation as long as the product is perated according to the instructions in this manual.

For Denmark Users
ADVARSEL
Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for sråling.
Klasse 1 laser produkt der opfylder IEC 60825-1 sikkerheds kravene.
Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 15 mW og bølgelængden er 770 - 800 nm.

For Norway Users
ADVARSEL
Dersom apparatet brukes på annen måte enn spesifisert I denne bruksanvisning, kan brukeren utsettes for usynlig laserstråling som overskrider grensen for laser klass 1.
Dette en halvleder laser. Maksimal effekt till laserdiode er 15 mW og bøkgelengde er 770 - 800 nm.

For Finland, Sweden Users
LUOKAN 1 LASERLAITE
KLASS 1 LASER APPARAT
VAROITUS!
Laitteen käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.
Tämä on puolijohdelaser. Laserdiodin suurin teho on 15 mW ja aallonpituus on 770 - 800 nm.
VARNING!
Om apparaten används på annat sätt än I denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.
Det här är en halvledarlaser. Den maximala effekten för laserdioden är 15 mW och våglängden är 770 - 800 nm.



Rear side of main body

Ozone Release

Locate the Machine in a Well-Ventilated Room
A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy and safe operating environment, it is recommended that the room be well ventilated.

Placer l'appareil dans une pièce largement ventilée
Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnment réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l'appareil.

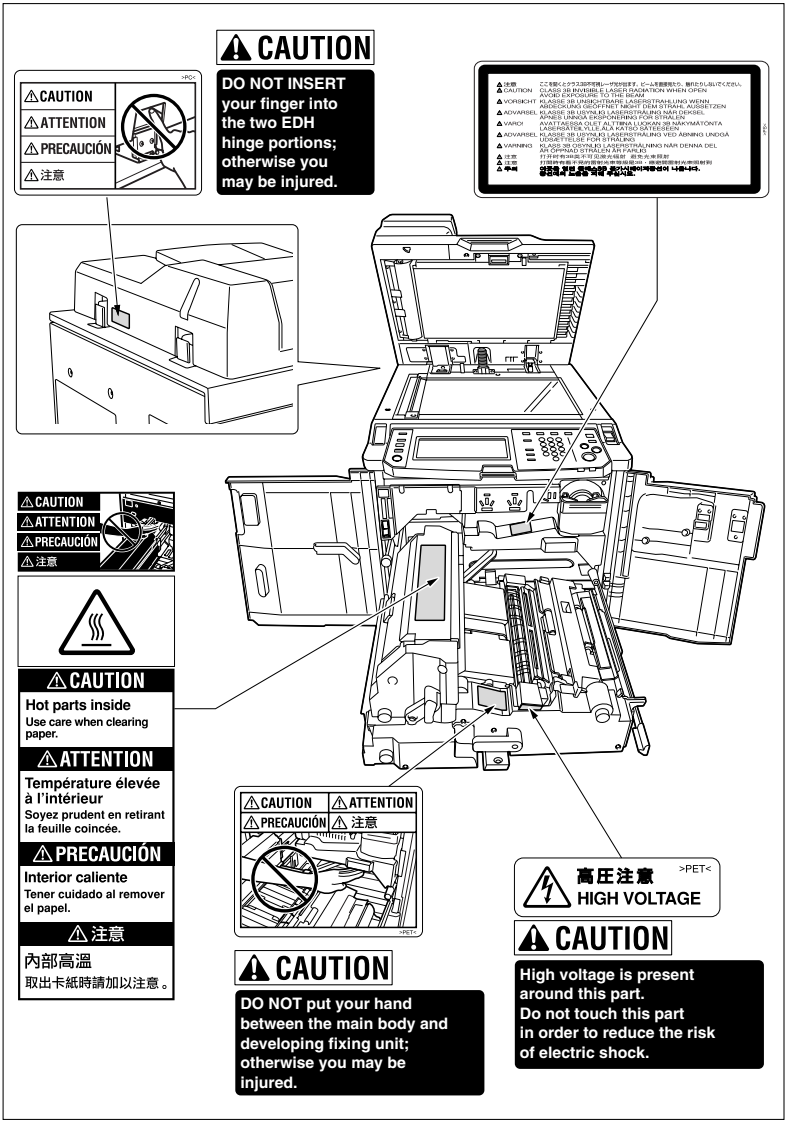
Acoustic noise (For European Users Only)

Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäss EN ISO 7779.

1.3 Caution Notations and Labels

Safety precaution notations and labels appear on this machine at the following positions.

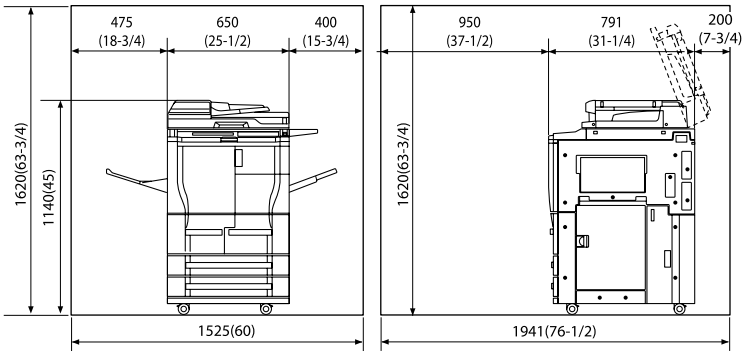
Be very careful that an accident does not occur when operations such as removing paper misfeeds are performed.



1.4 Space Requirements

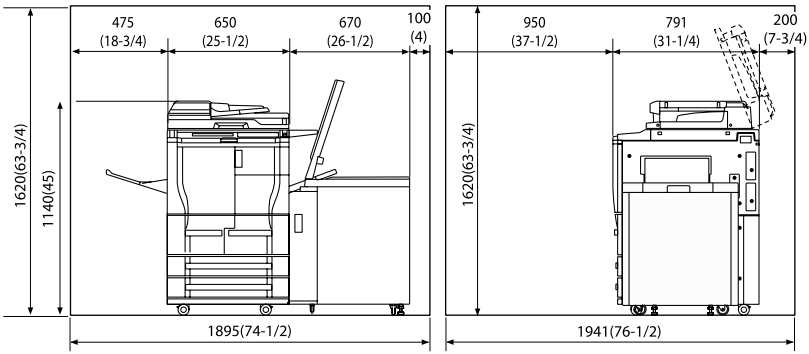
To ensure that machine operation, consumables replenishing, part replacement, and regular maintenance can easily be performed, adhere to the recommended space requirements detailed below.

Unit: mm (inch)



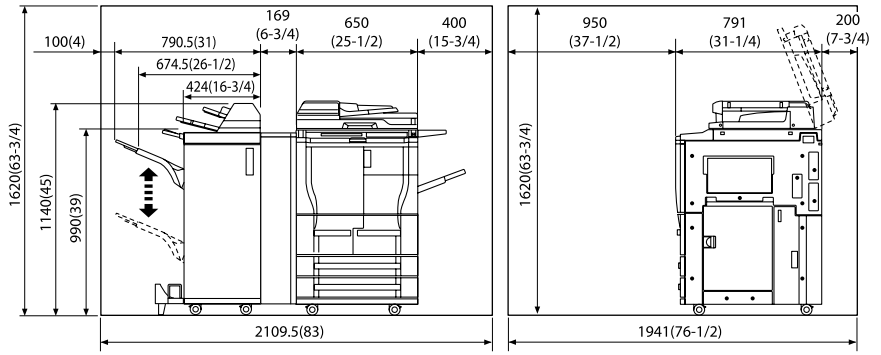
bizhub 750/600

Unit: mm (inch)



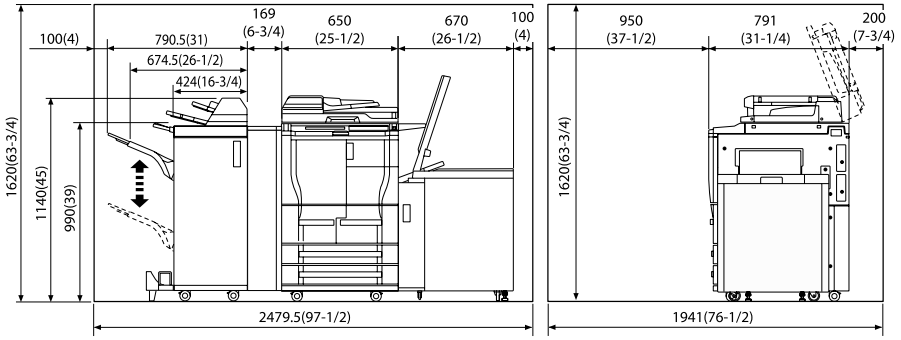
bizhub 750/600 + LU-402

Unit: mm (inch)



bizhub 750/600 + FS-602 + PI-501 + ZU-602

Unit: mm (inch)



bizhub 750/600 + FS-602 + PI-501 + LU-402

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Reminder

Be sure to allow a clearance of 200 mm (7-3/4 in.) or more at the back of this machine for the ventilation duct.

1.5 Operation Precautions

To ensure the optimum performance of this machine, observe the precautions described below.

Power Source

The power source requirements are as follows.

- Voltage : 120 V AC
- Frequency : 60 Hz

– Use a power source with as little voltage or frequency fluctuations as possible.

Operating Environment

The environmental requirements for correct operation of the machine are as follows.

- Operating temperature: 10°C (50°F) to 30°C (86°F)
- Humidity: 10% to 80%

Storage of Copies

To store copies, follow the recommendation listed below.

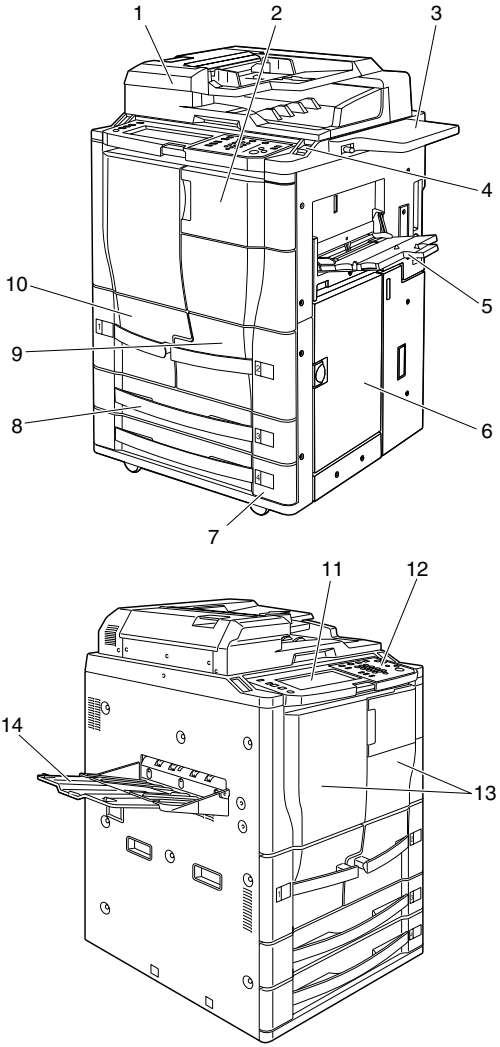
- Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.
- Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.

2 Before Making Copies

2 Before Making Copies

2.1 Part Names and Their Functions

Outside of Machine

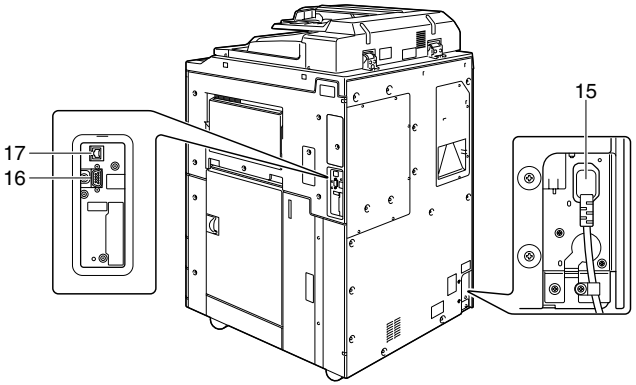


No.	Part Name	Description
1	ADF (automatic document feeder)	Automatically feeds one original sheet at a time for scanning. If the double-sided original setting is selected in the touch panel, the original is automatically turned over so that both sides can be scanned. Referred to as the “ADF” throughout the manual.
2	Toner cartridge door	Opened when replacing the toner cartridge (See p. 9-4.)
3	Working table	Provides an area to temporarily place original and other materials
4	Sub power switch	Use to turn on/off machine operations, for example, for copying, printing or scanning. When turned off, the machine enters a state where it conserves energy.
5	Multiple bypass tray	Used when printing onto paper with a size not loaded into a paper tray or onto overhead projector transparencies or trace paper Holds up to 100 sheets of plain paper and 1 sheet of overhead projector transparencies or trace paper. Referred to as the “bypass tray” throughout the manual. (See p. 2-44)
6	Right-side door of the paper tray	Opened when clearing paper misfeeds
7	Tray 4	Can be loaded with up to 500 sheets of paper (20lb), and can be set to different paper sizes (See p. 2-41.)
8	Tray 3	Can be loaded with up to 500 sheets of paper (20lb), and can be set to different paper sizes (See p. 2-41.)
9	Tray 2	Can be loaded with up to 1,000 sheets of paper (20lb) (See p. 2-39.)
10	Tray 1	Can be loaded with up to 1,500 sheets of paper (20lb) (See p. 2-39.)
11	Touch panel	Displays various screens and messages.
12	Control panel	Used to specify the various machine settings (See p. 2-14.)
13	Front doors (left and right)	Opened when clearing paper misfeeds
14	Exit tray	Collects printed pages

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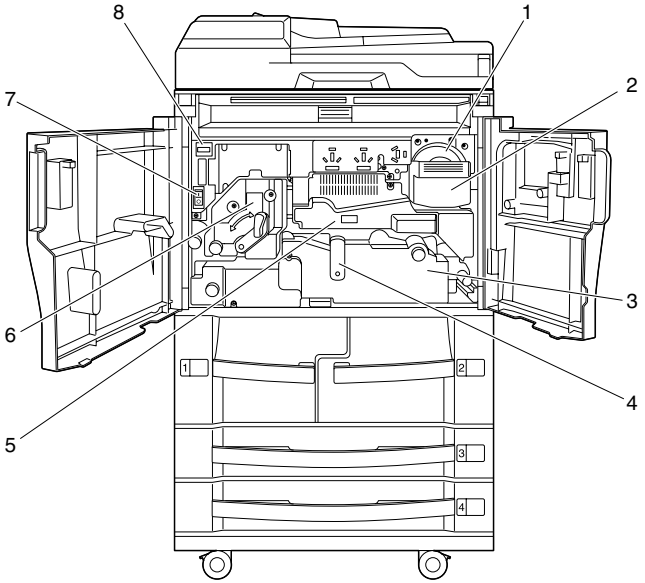
Note

The maximum angle that the ADF is opened can be adjusted in two stages. For details, contact your technical representative.



No.	Part Name	Description
15	Power cord	Supplies power to the machine
16	Serial port (RS-232C)	Used for transmissions with CS Remote Care
17	Network connector (10Base-T/ 100Base-TX)	Used for connecting the network cable when this machine is used for network printing and network scanning

Inside of Machine



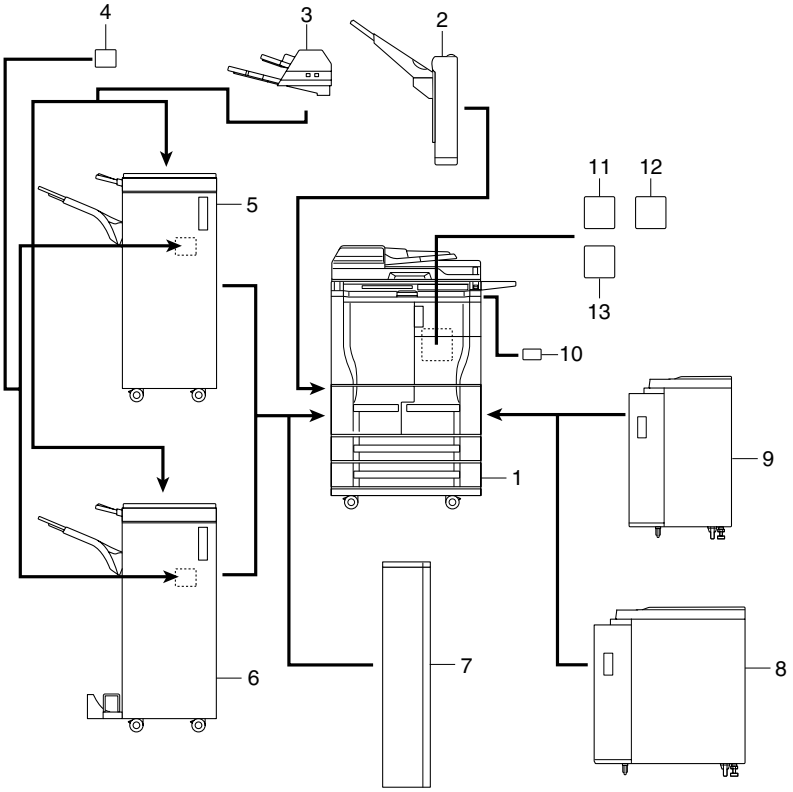
No.	Part Name	Description
1	Toner cartridge	When the toner is empty, replace the cartridge.
2	Toner-cartridge-securing lever	Pull toward you to remove the toner unit when replacing the toner cartridge.
3	ADU unit	Pull out when clearing paper misfeeds. For details on the levers and buttons of the ADU unit, refer to the screens that appear when a paper misfeed occurs.
4	Lever M4	Lowered to the left in order to pull out the ADU unit when clearing paper misfeeds
5	Drum unit	Forms the copy image
6	Fusing unit	Fuses the image that was formed onto the paper
7	Main power switch	Used to turn the machine on and off
8	Total counter	Shows the total number of pages that have been printed

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Reminder

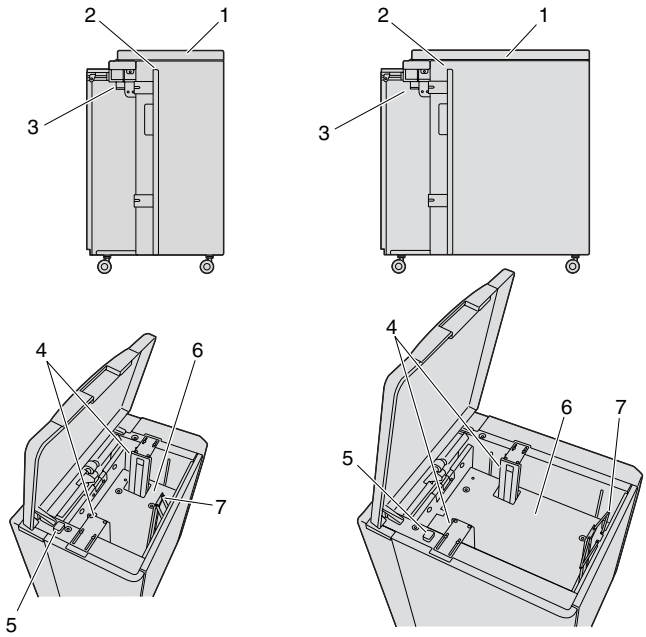
Parts in the fusing unit are extremely hot. Touching any part in this unit may result in burns.

Options



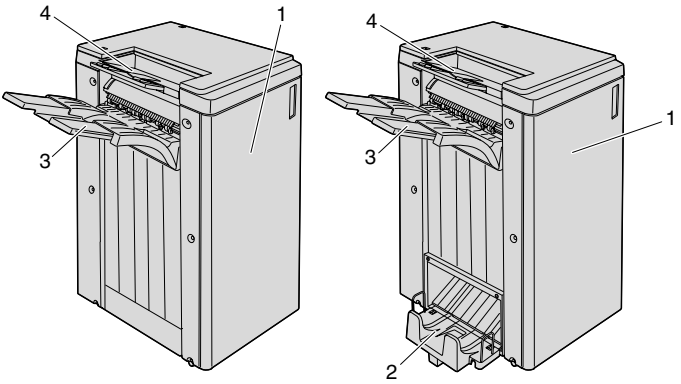
No.	Part Name	Description
1	Main body	The original is scanned by the scanner section, and the scanned image is printed by the printer section. Referred to as the “machine” or “main body” throughout the manual.
2	Shift tray SF-601	Separates copies fed out at an offset
3	Cover sheet feeder PI-501	Allows cover sheets to be inserted into copies if installed onto finisher FS-504/FS-602, and allows the functions of installed finishers to be used manually
4	Punch kit PK-505	Allows hole punching to be used if installed onto finisher FS-504/FS-602 Referred to as the “punch kit” throughout the manual.
5	Finisher FS-504	Feeds out printed pages. The “Sort”, “Group”, “Offset” + “Sort”, “Offset” + “Group”, “Face Up” and Staple settings are available.
6	Finisher FS-602	Feeds out printed pages. The “Sort”, “Group”, “Offset” + “Sort”, “Offset” + “Group”, “Face Up”, Staple, “Fold & Staple”, “Half Fold” and “Tri-Fold” settings are available.
7	Z-folding unit ZU-602	Allows holes to be punched for filing and allows pages to be folded in a zigzag if installed onto finisher FS-504/FS-602
8	Large capacity tray LU-402	Can be loaded with up to 4,000 sheets of paper (20lb) Referred to as the “LCT” throughout the manual.
9	Large capacity tray LU-401	Can be loaded with up to 4,000 sheets of paper (20lb) Referred to as the “LCT” throughout the manual.
10	Key counter	Controls the number of copies produced
11	Hard disk drive HD-503	Increases the number of original pages that can be stored and enables the “Set Numbering” and Box functions to be used Referred to as the “hard disk” or “HDD” throughout the manual.
12	Printer controller IC-202	Allows this machine to be used as a network printer (optional)
13	Local interface kit EK-701	Used for making a local connection between this machine and the computer

Large Capacity Tray LU-401/LU-402



No.	Part Name	Description
1	Upper door of the paper feed cabinet	Opened when loading paper or clearing a paper misfeed
2	Left-side door of the paper feed cabinet	Opened when clearing paper misfeeds
3	LCT lever	Lowered when clearing paper misfeeds
4	Paper guides	Positions the sides of the paper to be loaded.
5	Bottom-plate-lowering button	Pressed to lower the bottom plate in the tray to load paper
6	Bottom plate	Raised as the paper is used. Lower by pressing the bottom-plate-lowering button.
7	Trailing-edge guide	Positions the trailing edge of the paper to be loaded.

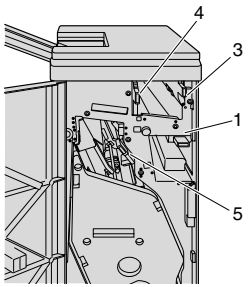
Finisher FS-504/FS-602 (+ Punch Kit PK-505)

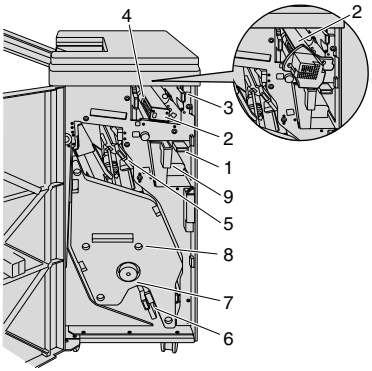


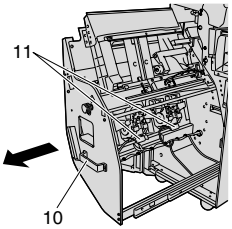
Finisher FS-504

Finisher FS-602

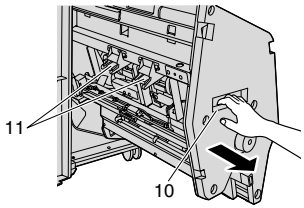
No.	Part Name	Description
1	Finisher door	Opened when clearing paper misfeeds or staple jams or when replacing the staple cartridge, or when emptying the punch dust box if punch kit PK-505 is installed
2	BM tray	Collects pages printed with the “Half Fold”, “Fold & Staple”, or “Tri-Fold” settings or with the “Cover Mode” function
3	Main tray	Collects printed pages
4	Sub tray	Collects printed pages







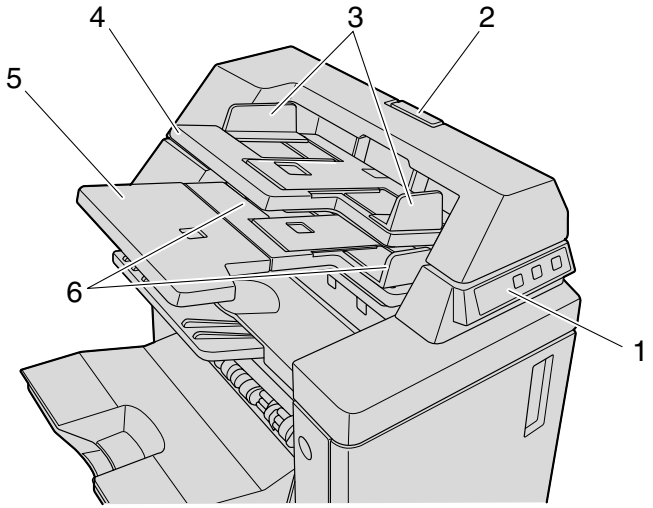
Finisher FS-504



Finisher FS-602
+Punch Kit PK-505

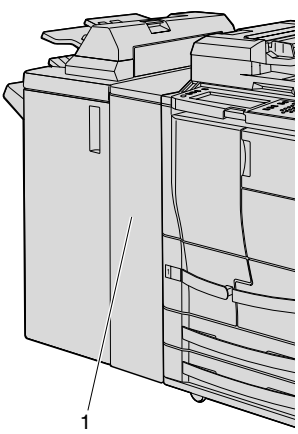
No.	Part Name	Description
1	Inlet lever	Lowered when clearing paper misfeeds
2	Punch kit (optional)	Punches holes for filing printed pages when the punch kit is installed onto finisher
3	Cover sheet conveyance lever	Moved to the left when clearing paper misfeeds
4	Sub tray conveyance lever	Moved to the right when clearing paper misfeeds
5	Stacker conveyance lever	Moved down and to the left when clearing paper misfeeds
6	Lower lever	Moved to the left after pulling out the stacker unit when clearing paper misfeeds
7	Knob	Turned when clearing paper misfeeds
8	Stacker unit	Mounts the stapler. Also includes the equipment for folding in half and in three and for center binding on FS-602.
9	Punch dust box (optional)	Removed when emptying punch dust that has accumulated from using the Punch settings (See p. 9-15.)
10	Stacker unit handle	Used to pull out the unit when clearing paper misfeeds in the stacker unit and when refilling the staples
11	Staple cartridge	Removed when refilling the staples (See p. 9-7.)

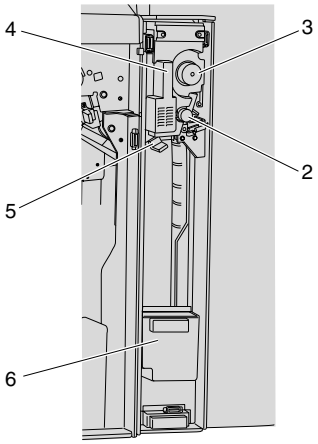
Cover Sheet Feeder PI-501



No.	Part Name	Description
1	Cover sheet feeder control panel	Operate when manually using the finisher
2	Upper unit release lever	Raised to slide the upper unit of the cover sheet feeder to the left when clearing paper misfeeds
3	Upper tray paper guide	Slide to fit the size of paper being loaded when loading with cover sheets.
4	Upper tray	Load with cover sheets.
5	Lower tray	Load with cover sheets.
6	Lower tray paper guide	Slide to fit the size of paper being loaded when loading with cover sheets.

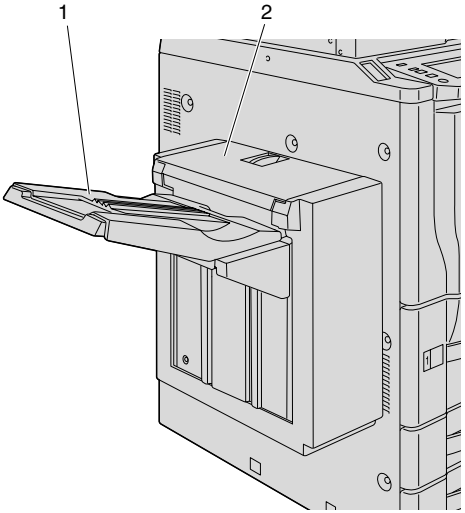
Z-Folding unit ZU-602





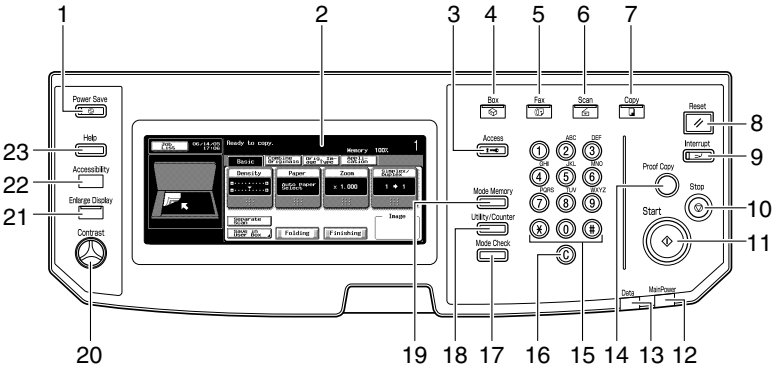
No.	Part Name	Description
1	Front door of the Z-folding unit	Opened when clearing paper misfeeds and when emptying the punch dust box
2	Inlet lever	Opened when clearing paper misfeeds
3	Knob	Turned when clearing paper misfeeds
4	Handle	Used to pull out the unit when clearing paper misfeeds
5	paper misfeeds	Opened when clearing paper misfeeds
6	Punch dust box	Removed when emptying punch dust that has accumulated from using the Punch settings (See p. 9-17.)

Shift Tray SF-601



No.	Part Name	Description
1	Exit tray	Collects printed pages
2	Upper cover	Opened when clearing paper misfeeds

Control Panel



No.	Part Name	Description
1	[Power Save] key	Press to enter Low Power mode. While the machine is in Low Power mode, the indicator on the [Power Save] key lights up in green and the touch panel goes off. To cancel Low Power mode, press the [Power Save] key again.
2	Touch panel	Displays various screens and messages. Specify the various settings by directly touching the Touch Panel.(See p. 2-17.)
3	[Access] key	If user authentication or account track settings have been applied, press this key after completing authentication in order to use this machine. In addition, press this key again when you have finished using the machine to display the authentication screen.
4	[Box] key	Press to enter Box mode. While the machine is in Box mode, the indicator on the [Box] key lights up in green. For details, refer to the Box Operations of the bizhub 750/600 User's Guide.
5	[Fax] key	Press to enter Fax mode. While the machine is in Fax mode, the indicator on the [Fax] key lights up in green. The [Fax] key is currently not available.
6	[Scan] key	Press to enter Scan mode. While the machine is in Scan mode, the indicator on the [Scan] key lights up in green. For details, refer to the Network Scanner Operations of the bizhub 750/600 User's Guide.
7	[Copy] key	Press to enter Copy mode. While the machine is in Copy mode, the indicator on the [Copy] key lights up in green.

No.	Part Name	Description
8	[Reset] key	Press to clear all settings (except programmed settings) entered in the control panel and touch panel.
9	[Interrupt] key	Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the [Interrupt] key lights up in green and the message “Now in Interrupt mode.” appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again.
10	[Stop] key	Press the [Stop] key during copying to stop the copy operation.
11	[Start] key	Press to start copying. When this machine is ready to begin copying, the indicator on the [Start] key lights up in green. If the indicator on the [Start] key lights up in orange, copying cannot begin. Press this key to continue a stopped job. (See p. 11-2.)
12	Main Power indicator	Lights up in green when the machine is turned on
13	Data indicator	Flashes in green while a print job is being received Lights up in green while a print job is queued to be printed or while it is printing.
14	[Proof Copy] key	Press to print a single sample copy to be checked before printing a large number of copies. (See p. 4-5.)
15	Keypad	Use to type in various values, such as the number of copies to be produced and the zoom ratio.
16	[C] (clear) key	Press to erase a value (such as the number of copies, a zoom ratio, or a size) entered using the keypad.
17	[Mode Check] key	Press to display screens showing the specified settings.
18	[Utility/Counter] key	Press to display the Utility screen and allow the meter count to be checked.
19	[Mode Memory] key	Press to register the desired copy settings as a program or to recall a registered copy program. (See p. 4-14.)
20	Contrast dial	Use to adjust the contrast of the touch panel.
21	[Enlarge Display] key	Press to enter Enlarge Display mode.
22	[Accessibility] key	Press to display the screen for specifying user accessibility functions.
23	[Help] key	Press to display the Main Help Menu screen, where descriptions of the various functions and details of operations can be displayed. (See p. 4-17.)



Reminder

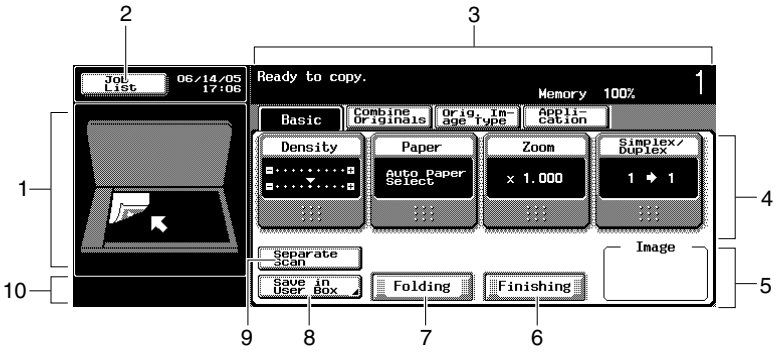
Do not apply extreme pressure to the touch panel, otherwise it may be scratched or damaged.

Never push down on the touch panel with force, and never use a hard or pointed object to make a selection in the touch panel.

Basic Settings Screen (Basic Screen)

When the machine is ready to begin making copies after being turned on, the Basic screen appears.

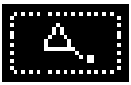
To activate a function or to select a setting, lightly touch the desired button in the touch panel.

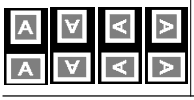


No.	Item Name	Description
1	Sub display area	The results of operations and settings are displayed.
2	[Job List] key	A list is displayed showing the jobs that have been performed, are currently being performed, and are waiting to be performed. Various commands for checking and managing jobs are available. (See p. 11-2.)
3	Message display area	The status of the machine and details on operations that must be performed are displayed here.
4	Functions display	Tabs and keys for displaying screens containing various functions are displayed. Touch a tab or button to display the corresponding screen for specifying the settings.
5	Image display	An image of the specified settings, such as stapling and hole punching, are displayed.
6	[Finishing] key	Touch to specify settings for sort, group, offset, stapling, or hole punching. (See p. 3-53.)
7	[Folding] key	Touch to specify the function for folding and binding pages, tri-fold folding, zigzag (Z-Flod) folding.

No.	Item Name	Description
8	[Save in User Box] key (Appears only when the hard disk drive is installed)	Touch while outputting scanned original data to save the data in a box. Various commands are available to specify the box where the data is to be saved and whether or not the data is printed when it is saved. For details, refer to the Box Operations of the bizhub 750/600 User's Guide.
9	[Separate Scan] key	Touch to scan the original in separate batches. An original scanned in different batches can be treated as a single copy job. (See p. 3-11.)
10	Icon display area	Icons indicating the status of jobs and the machine are displayed.

Icons That Appear in the Touch Panel

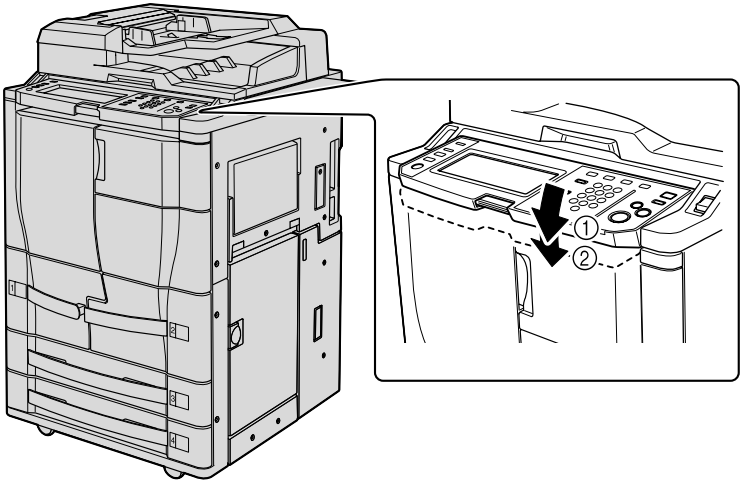
Icon	Description
	Indicates that data is being sent from the machine, regardless of the current mode
	Indicates that this machine is receiving data, regardless of the current mode
	Indicates that an error occurred during an image stabilization operation, a print operation or a scan operation Touch this icon to view a screen containing a warning code.
	If the warning screen was closed when a warning occurred, touch this button to display the warning screen again.
	Indicates that 75% to 100% of the paper remains in the paper tray
	Indicates that 50% to 75% of the paper remains in the paper tray
	Indicates that 25% to 50% of the paper remains in the paper tray

Icon	Description
	Indicates that less than 25% of the paper remains in the paper tray
	Indicates that no paper remains in the paper tray
	Indicates that the toner cartridge must be replaced
	Indicates the orientation in which the original is positioned

2.2 Adjusting the Angle of the Control Panel

The control panel can be adjusted to either of two angles.

Adjust the control panel to the angle that allows for easy operation.

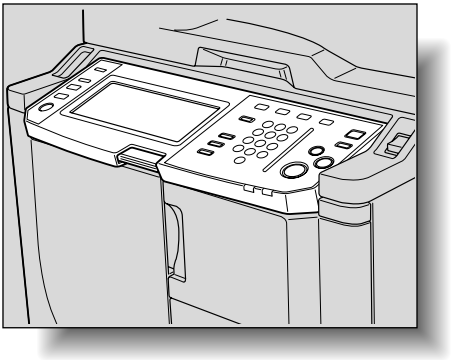


To adjust the angle of the control panel

1 Press the control panel release lever, and then push down on the control panel.



The control panel stops at the lower position.



2 To return the control panel to the upper position, press the control panel release lever, and then pull up on the control panel.



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Note

The control panel can also be grabbed anywhere on its outer edge and lifted.

2.3 Turning on the Main Power and the Sub Power

This machine has two power controls: the main power switch and the sub power switch.

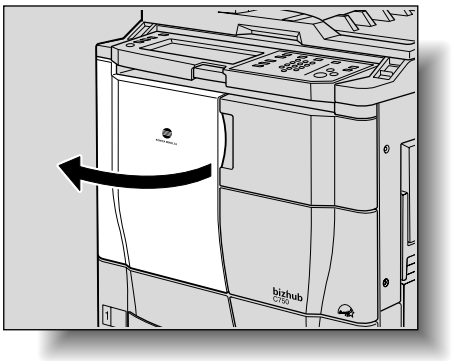
To turn on the machine

The main power switch turns on/off all functions of the machine. Normally, the main power switch is turned on.

The sub power switch turns on/off machine operations, for example, for copying, printing or scanning. When the sub power switch is turned off, the machine enters a state where it conserves energy.

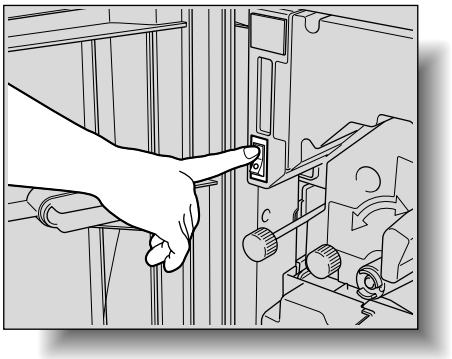
1 Open the front door on the left side.

The main power switch is on the left side inside the machine.

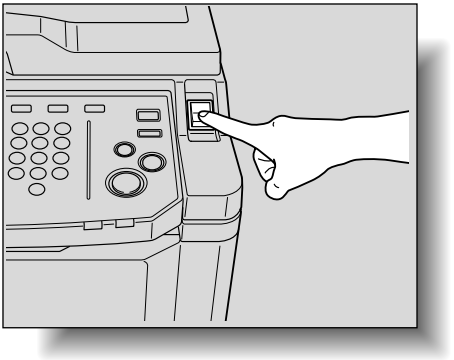


2 Turn on the main power switch.

The indicator on the main power switch lights up in green.



3 Turn on the sub power switch.



Detail

When the control panel is turned on by using the sub power switch, the indicator on the [Start] key lights up in orange, and a screen indicating that the machine is starting up appears.

After a few seconds, the message "Now warming up. Ready to scan." appears on the touch panel, and the indicator on the [Start] key lights up in green, indicating that a job can now be queued.

Detail

The default settings are those that are selected immediately after the machine is turned on (the power switch is set to "I") and before any setting is specified from the control panel or touch panel, and those that are selected when the [Reset] key is pressed to cancel all settings specified from the control panel or touch panel. The default settings can be changed. For more details, refer to "Initial Setting" on page 12-20.

The factory default settings are the settings that were selected when this machine was sent from the factory.

Note

A job can also be queued while the machine is warming up after the sub power switch is turned on. For details, refer to "To scan during warm-up" on page 2-24.

To scan during warm-up

1 Turn on the sub power switch.

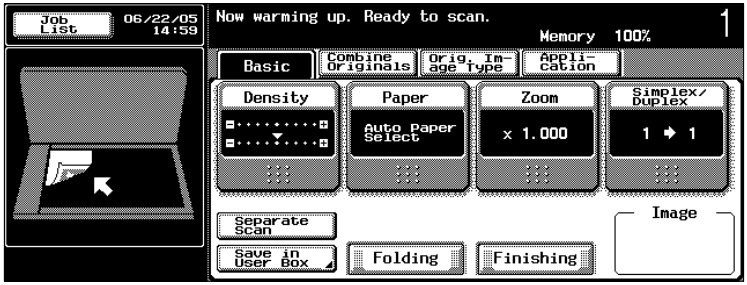
The indicator on the [Start] key lights up in orange.

? How is the machine turned on?

→ For details on turning on the machine, refer to “To turn on the machine” on page 2-22.



2 Check that the message “Now warming up. Ready to scan.” appears on the touch panel.



– After the warm-up message is displayed, the Basic screen appears.

The indicator on the [Start] key lights up in green.

3 Specify any necessary copy settings.

4 Using the keypad, specify the desired number of copies.

? How is the number of copies specified?

→ For details on specifying the number of copies, refer to “General Copy Operation” on page 3-2.

5 Position the original to be copied.

? How is the original positioned?

→ For details on positioning the original to be copied, refer to "Positioning the Original" on page 3-7.

6 Press the [Start] key.

The original is scanned, and the job is added to the list of queued jobs.

7 Check that the original has finished being scanned, and then position the next original.

8 Specify new copy settings and the desired number of copies, and then press the [Start] key.

– After the machine has finished warming up, the jobs will automatically be printed in the order that they were queued.

? How is the printing of a job stopped?

→ Press the [Stop] key. For details, refer to "Stopping Scanning/Printing" on page 3-74.

Detail

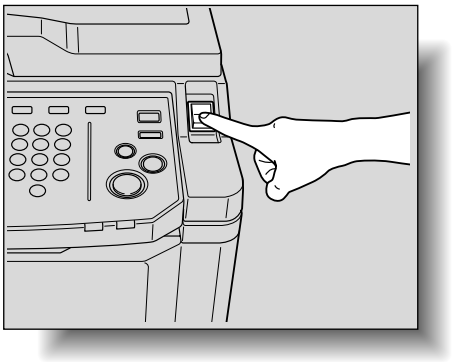
While the machine is warming up to begin printing after it is turned on using the sub power switch, copy settings can be specified and an original can be scanned to reserve a copy job.
After the machine has finished warming up, the scanned image will be printed.
The machine takes about 5 minutes (bizhub 750)/4 minutes 30 seconds (bizhub 600) to warm up at normal room temperature (68°F) when the control panel is turned on using the sub power switch after the machine is turned on using the main power switch.

The output order can be changed or jobs can be deleted from the Current Jobs list of the Job List screen. For details, refer to "Managing Jobs (Job List)" on page 11-2.

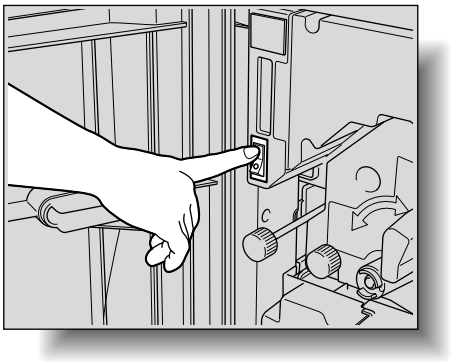
To turn off the machine

1 Turn off the sub power switch.

The touch panel goes off.
The main power indicator lights up in green.



2 Turn off the main power switch.



...

Reminder

Do not turn off the machine with the main power switch or the sub power switch while it is making copies or printing, otherwise a paper misfeed may occur.

Do not turn off the machine with the main power switch or the sub power switch while it is scanning or sending or receiving data, otherwise all scanned data or transmission data will be deleted.

Do not turn off the machine with the main power switch while a queued job or stored data is waiting to be printed, otherwise the jobs will be deleted.



Detail

The following are cleared when the main power switch and sub power switch are turned off.
Settings that have not been programmed
Jobs queued to be printed

When turning the main power switch off then on, be sure to wait 10 seconds or longer before turning it on again;
otherwise the machine may not operate properly.

Automatically Canceling the Settings (Automatic Panel Reset)

If the [Reset] key is not pressed and no operation is performed for a specified length of time, settings that have not been programmed, such as the number of copies, are cleared and return to their default settings.

This is the automatic panel reset operation.

As the factory default, the automatic panel reset operation is performed after 1 minute.



Detail

The length of time until the automatic panel reset operation is performed and whether or not it is performed can be set from the Utility mode. For details, refer to "System Setting" on page 12-14.

Automatically Canceling the Mode Screen (Automatic System Reset)

If no operation is performed for a specified length of time, the screen is automatically changed to that for the mode given priority.

This is the automatic system reset operation.

As the factory default, the Copy mode screen is displayed after 1 minute.



Detail

The mode screen that is displayed when the automatic system reset operation is performed can be changed from the Utility mode. For details, refer to "System Setting" on page 12-14.

Automatically Conserving Energy (Low Power Mode)

If no operation is performed for a specified length of time, the touch panel goes off and the machine automatically enters a mode where it conserves energy.

This is the Low Power mode.

The machine can receive jobs even while it is in Low Power mode.

As the factory default, the machine enters Low Power mode after 15 minutes.

To recover from Low Power mode

1 Press the [Power Save] key.

2 The machine can receive jobs while it is warming up.

– The touch panel comes on again and, after the machine has finished warming up, it is ready to begin printing.

Note

As the factory default, pressing the [Power Save] key causes the machine to enter Low Power mode. Settings in the Administrator mode can be changed to put the machine in Sleep mode instead. For details, refer to "System Setting" on page 12-26.

The Low Power mode can also be canceled by pressing any key in the control panel or by touching the touch panel.

Detail

The length of time until the machine enters Low Power mode can be changed. For details, refer to "System Setting" on page 12-14, page 12-26.

If the time for entering Low Power mode and Sleep mode are the same, the machine will immediately enter Sleep mode without entering Low Power mode.

Automatically Conserving Energy (Sleep Mode)

If no operation is performed for a specified length of time, the machine automatically enters a mode where it conserves energy.

Although the machine conserves more energy in Sleep mode than in Low Power mode, the machine must warm up when Sleep mode is canceled to begin printing again, therefore taking more preparation time than Low Power mode.

As the factory default, the machine enters Sleep mode after 90 minutes.

To recover from Sleep mode

1 Press the [Power Save] key.

2 The machine can receive jobs while it is warming up.

– The touch panel comes on again and, after the machine has finished warming up, it is ready to begin printing.

Note

The Sleep mode can also be canceled by pressing any key in the control panel or by touching the touch panel.

Detail

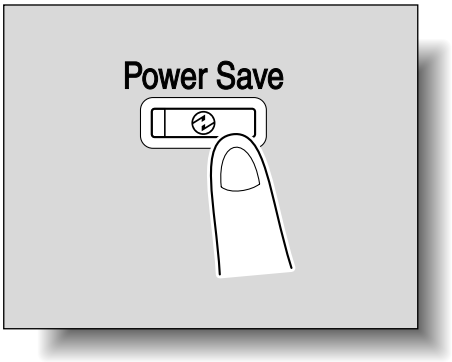
As the factory default, a machine with optional equipment installed enters Low Power mode if no operation is performed for 15 minutes, and then the machine enters Sleep mode after 90 minutes have elapsed.

The length of time until the machine enters Sleep mode can be changed. For details, refer to "System Setting" on page 12-26.

Manually Conserving Energy

The machine can be manually set to an energy conservation mode.

➔ Press the [Power Save] key.
 – As the factory default, the machine enters Low Power mode.



Detail

Whether the machine enters Low Power mode or Sleep mode when the [Power Save] key is pressed can be set from the Administrator mode. For details, refer to "System Setting" on page 12-26.

Limiting Machine Usage According to a Schedule (Weekly Timer)

The machine can be set to automatically enter Sleep mode according to a usage schedule determined by the administrator or limitations on the use of the machine can be specified.

This is the weekly timer.

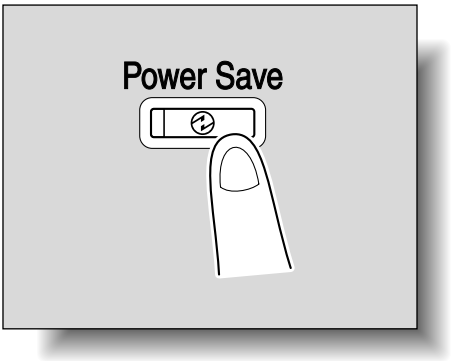
To copy outside of normal usage hours

Follow the procedure described below to use the machine while the weekly timer is being used.

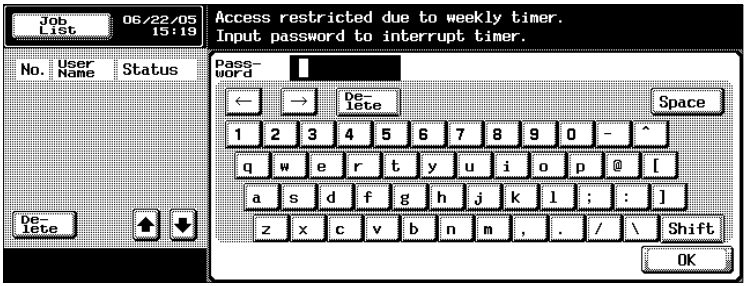
1 Press the [Power Save] key.

? How is the weekly timer set?

➔ For details on setting the weekly timer, refer to “System Setting” on page 12-26.



2 Type in the password (up to 8 digits) for non-business hours.

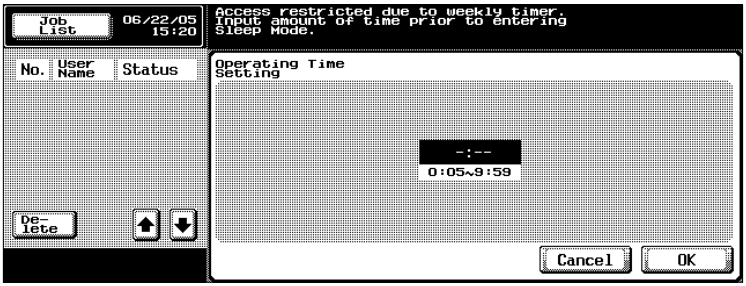


? How is the password for non-business hours specified?

➔ For details on specifying the password for non-business hours, refer to “System Setting” on page 12-26.

3 Touch [OK].

4 Using the keypad, type in the length of time until the machine enters Sleep mode again.



Specify a length of time between 5 minutes and 9 hours and 59 minutes.

? How can a single digit be input?

→ First, type in “0”. If a minutes setting of less than 5 is entered, the setting changes to 5 minutes. In addition, a minutes setting of 60 or more cannot be specified.

5 Touch [OK].

Basic screen appears.

...

Note

As the factory default, the weekly timer is not set.

If the message “Access restricted due to weekly timer. Input amount of time prior to entering Sleep Mode.” or “Access restricted due to weekly timer. Input password to interrupt timer.” appears after the sub power switch is pressed, the weekly timer is set.

Detail

During the set time, the copy operations can be performed as usual.

From Administrator mode, the machine can be set so that the screen for entering the password for non-business hours is not displayed.

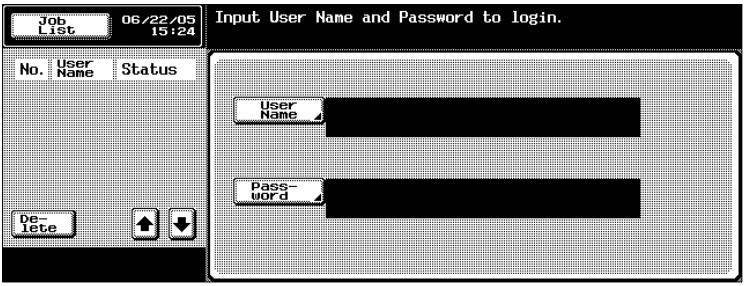
The default setting for the “Password for Non-Business Hours” parameter is “OFF” (the screen is not displayed).

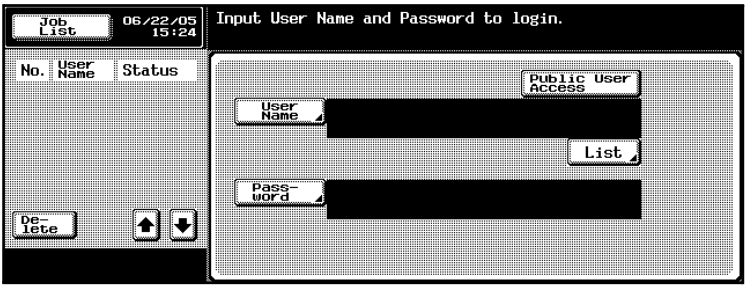
Controlling the Use of This Machine With User Authentication

If the administrator has specified the user authentication settings, only the permitted users can use this machine.

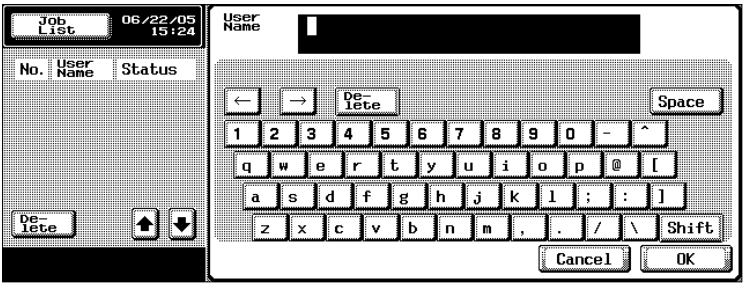
- ✔ When user authentication has been set, only users that enter passwords for specified accounts can use this machine.
- ✔ Contact your administrator for account passwords.
- ✔ A total of 1000 users and accounts can be registered.

1 Touch [User Name].

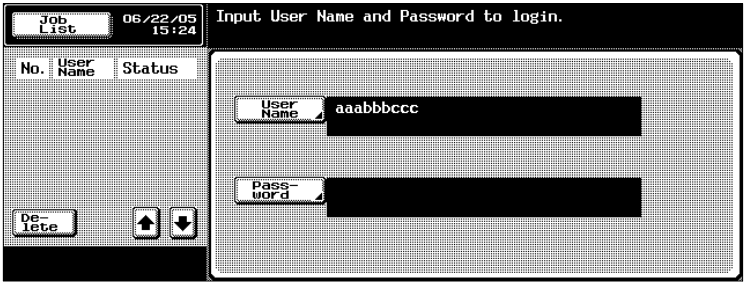




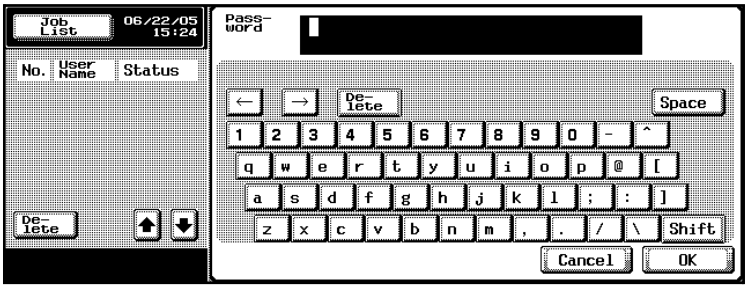
2 Type in the user name, and then touch [OK].



3 Touch [Password].

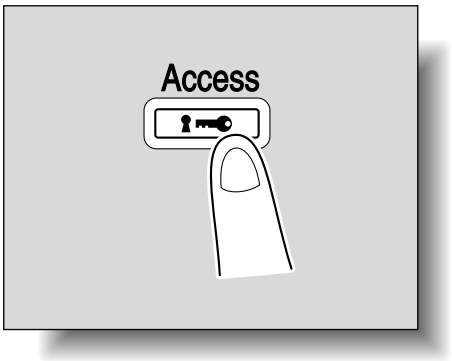


4 Type in the password, and then touch [OK].



5 Press the [Access] key.

The input screen disappears, and the Basic screen appears.



6 Make copies using the desired copy settings.

7 When you finish printing, press the [Access] key.

A message appears, requesting confirmation to log off.



8 Touch [Yes].

Authentication screen appears again.

Detail

For details on specifying user authentication settings, refer to "User Authentication/Account Track" on page 12-33.

...

Note

The user authentication settings can be used together with the account track settings. If the account track settings are specified, specify the necessary information to pass user authentication, and the log on from the Account Track screen.

If a list can be displayed, the desired user name can be selected from the list. Touch [List], touch the button for the desired user name to select it, and then touch [OK].

If [Public User Access] appears, users with no access to a user name and password can touch [Public User Access] to use this machine.

...

Note

If account track settings have been applied, a screen for entering account information appears.

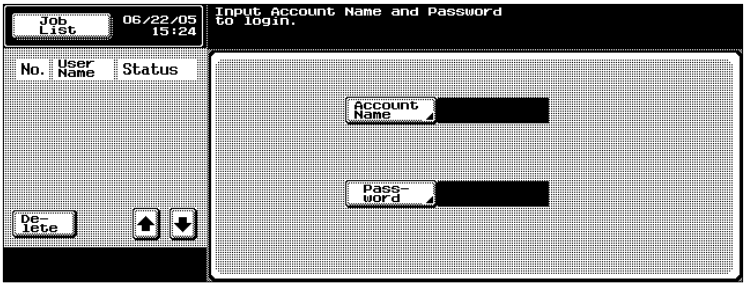
Using the Machine With Account Track

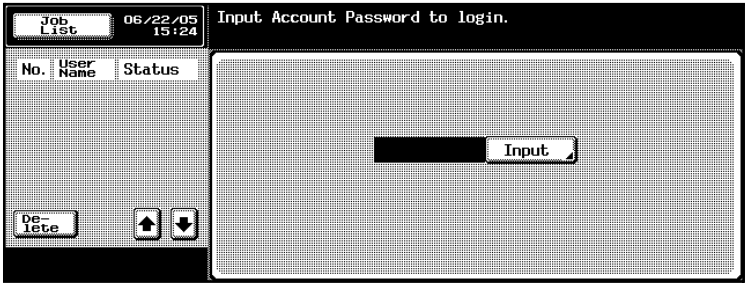
If user authentication or account track has been set by the administrator, only users of registered accounts can use this machine.

- ✔ When user authentication or account track has been set, only users that enter passwords for specified accounts can use this machine.
- ✔ Contact your administrator for account passwords.
- ✔ A total of 1000 users and accounts can be registered.

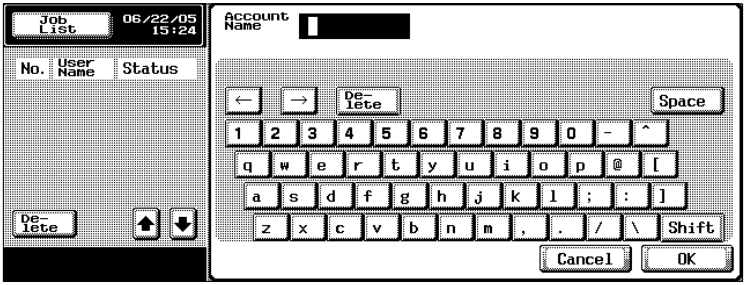
1 Touch [Account Name].

– If the Administrator mode settings have been set to “Password Only”, touch [Input], and then continue with step 4.

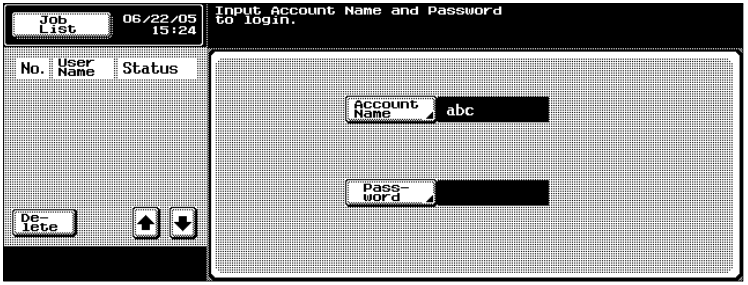




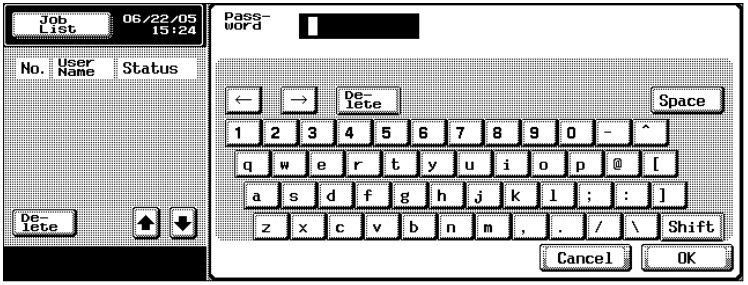
2 Type in the account name, and then touch [OK].



3 Touch [Password].

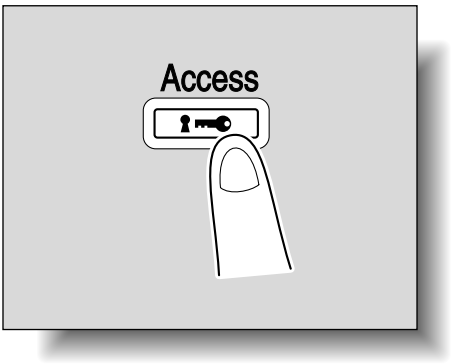


4 Type in the password, and then touch [OK].



5 Press the [Access] key.

The input screen disappears, and the Basic screen appears.



6 Make copies using the desired copy settings.

7 When you are finished printing, press the [Access] key.

A message appears, requesting confirmation to log off.



8 Touch [Yes].

Authentication screen appears again.

Detail

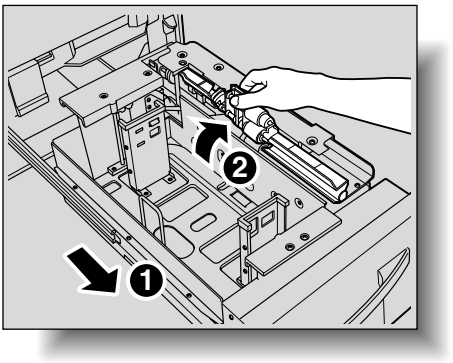
For details on specifying account track settings, refer to "User Authentication/Account Track" on page 12-33.

2.4 Loading Paper Into the Tray 1 or 2

To load paper (tray 1 or 2)

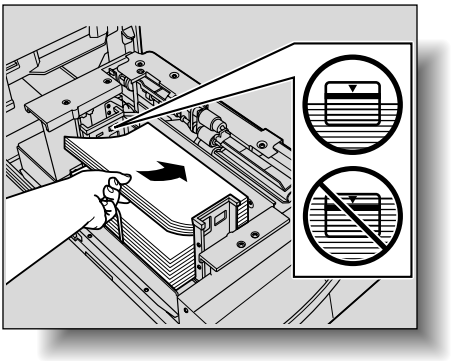
1 Pull out the paper tray for the tray 1 or 2.

2 Raise the paper take-up roller.

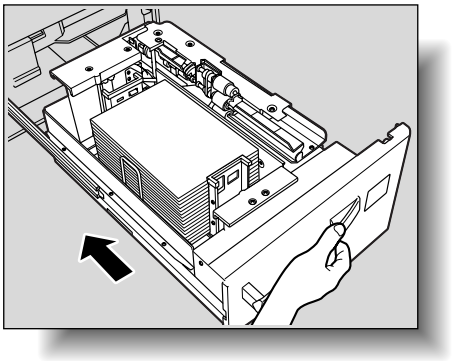


3 Load the paper into the tray.

– Load the paper so that it is flush against the right side of the tray.



4 Fully push in the paper tray.



...

Reminder

Do not load so much paper that the top of the stack is higher than the ▼ mark.

Make sure that the trailing-edge guide is adjusted to fit the size of the loaded paper.
If there is space between the trailing-edge guide and the paper, the paper will not be fed correctly.

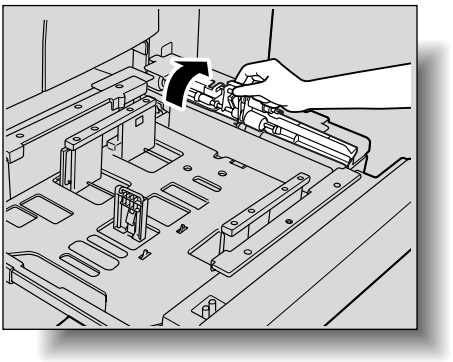
Do not close the paper tray with too much force, otherwise the weight of the tray and paper will apply an impact to the machine that may cause damage.

2.5 Loading Paper Into the Tray 3 or 4

To load paper (tray 3 or 4)

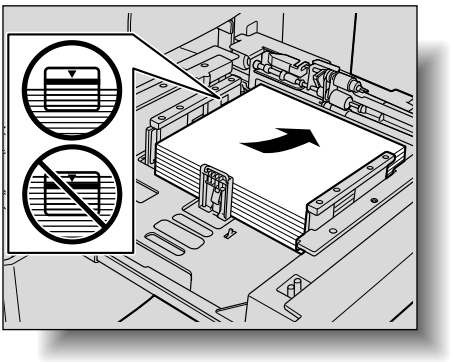
1 Pull out the paper tray for the tray 3 or 4.

2 Raise the paper take-up roller.



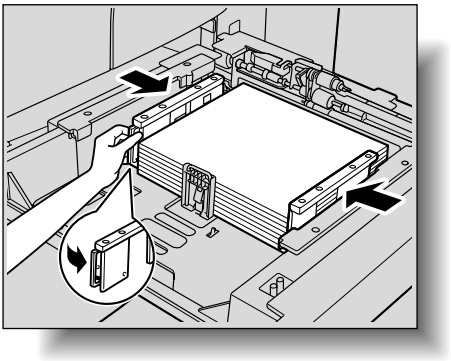
3 Load the paper into the tray.

– Load the paper so that it is flush against the right side of the tray.



4 Slide the lateral guide to fit the size of paper being loaded.

– Move the lateral guide while holding the release button pressed. When the button is released, the guide is locked in place.



5 Fully push in the paper tray.

...

Reminder

Do not load so much paper that the top of the stack is higher than the ▼ mark.

...

Reminder

Make sure that the trailing-edge guide is adjusted to fit the size of the loaded paper.

If there is space between the trailing-edge guide and the paper or if the trailing-edge guide is not correctly positioned, the paper will not be fed correctly.

Make sure that the lateral guide is correctly positioned against the edge of the loaded paper. If the lateral guide is not positioned correctly, the paper size will not be correctly detected or the punched holes will not be correctly positioned.

If custom-sized paper is loaded, there may be some space between the paper and the trailing-edge guide. When loading the paper, make sure that it fits well against the right side of the paper tray, not the trailing-edge guide.



Reminder

Do not close the paper tray with too much force, otherwise the weight of the tray and paper will apply an impact to the machine that may cause damage.

2.6 Loading Paper Into the Bypass Tray

Feed paper through the bypass tray when you wish to copy onto paper with a size not loaded into a paper tray or onto overhead projector transparencies or trace paper.

If the paper is loaded into the bypass tray, specify the paper setting for the bypass tray. For details on specifying the paper setting, refer to “Specifying the Paper Setting for the Bypass Tray” on page 7-8.

Reminder

Do not use the following types of treated paper, otherwise the machine may be damaged.

Heat-sensitive paper

Conductive paper (such as silver paper and carbon paper)

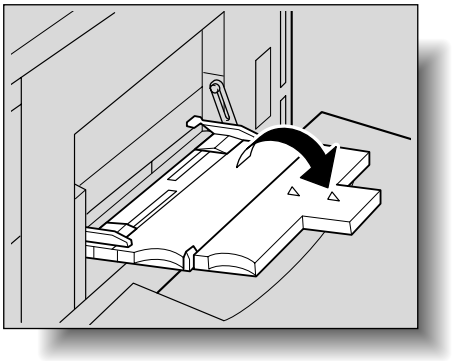
Color overhead projector transparencies

Inkjet printer paper

To load paper (bypass tray)

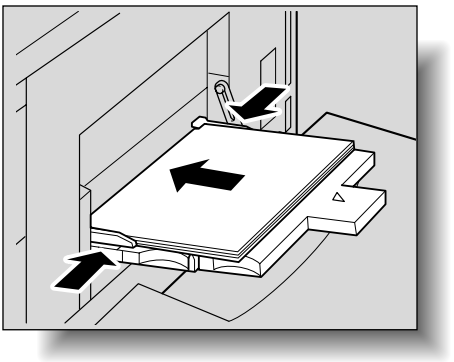
1 Open the bypass tray.

– Open the bypass tray to the right, and then open the folded tray to the right.



2 Insert the paper as much as possible into the feed slot.

3 Slide the lateral guides to fit the size of paper being loaded.



Detail

The image will be printed on the surface of the paper facing up when the paper is loaded into the bypass tray.

...

Reminder

Do not load more than 100 sheets of paper, otherwise a paper misfeed may occur.

Push the paper guides firmly up against the edges of the paper.

Detail

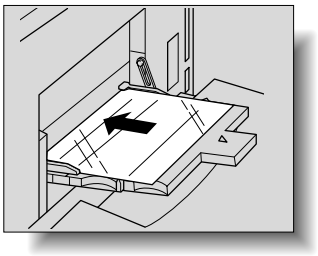
If thick paper is loaded, set the conveyance lever within the machine to "5.5 × 8.5 A5 Thick paper" in order to prevent paper misfeeds. For details on setting the conveyance lever to "5.5 × 8.5 A5 Thick paper", refer to "When Thick Paper Is Loaded Into a Paper Tray" on page 2-53.

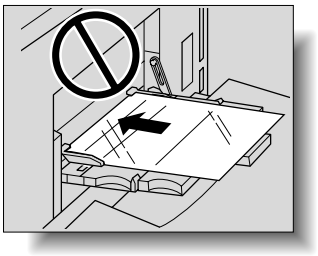
...

Reminder

When loading overhead projector transparencies, load them in the ▯ orientation, as shown in the illustration. Do not load overhead projector transparencies in the ▭ orientation.

Load overhead projector transparencies one sheet at a time.

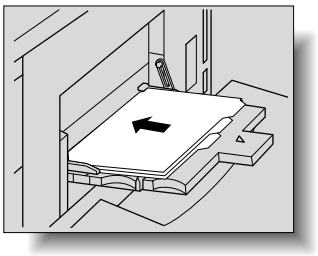


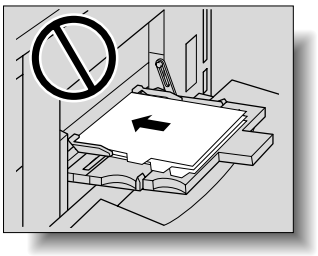


...

Reminder

When loading tab paper, load them in the ▯ orientation, as shown in the illustration. Do not load label sheets in the ▭ orientation.

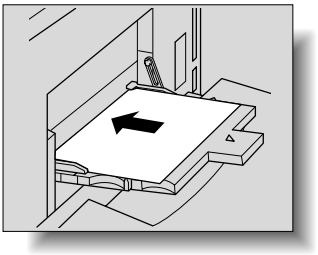


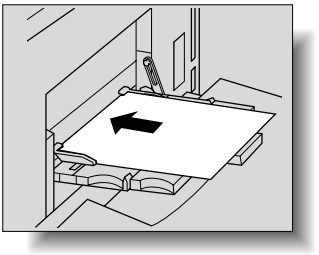


...

Reminder

Be sure to load letterhead paper so that the side to be printed on faces up.





...

Note

The image will be printed on the surface of the paper facing down when the paper is loaded into the bypass tray.

2.7 Loading Paper Into the LCT (LU-401/LU-402)

...

Reminder

If the machine is turned off, the bottom plate cannot be raised. In addition, the bottom plate cannot be lowered, even after the bottom-plate-lowering button is pressed. When loading paper into the LCT, be sure that the machine is turned on with both the main power switch and the sub power switch.

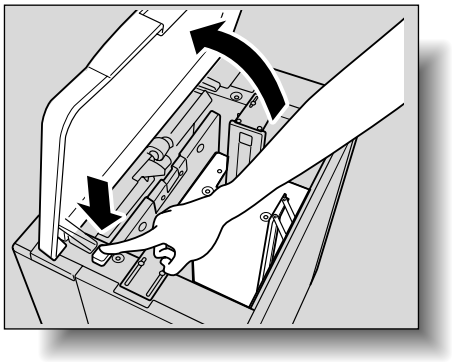
To load paper (LCT)

1 Open the upper door of the large capacity tray.

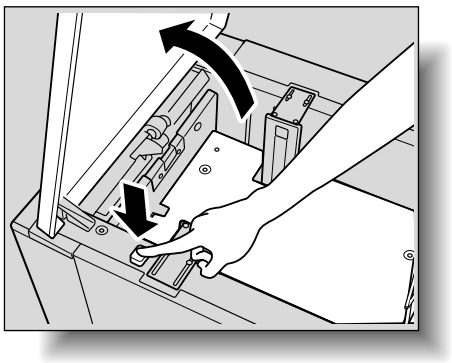
2 Press the bottom-plate-lowering button.

– The bottom plate is lowered.

(LU-401)

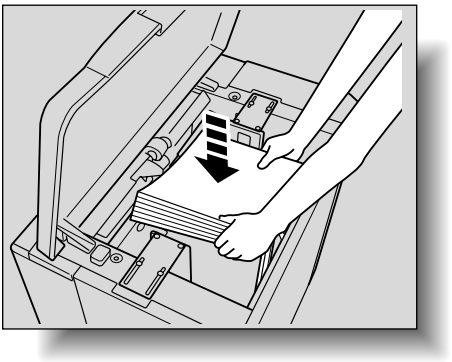


(LU-402)

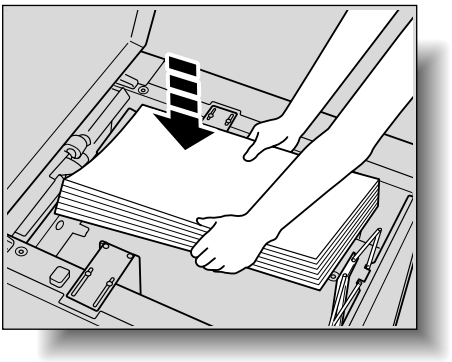


3 Load the paper into the tray.

(LU-401)

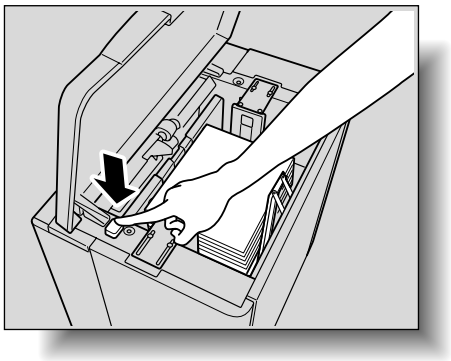


(LU-402)

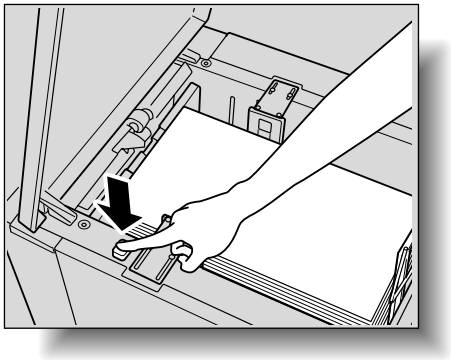


4 Repeat steps 2 and 3 until the bottom plate cannot be lowered any further.

(LU-401)



(LU-402)



5 Close the upper door of the large capacity tray.

...

Reminder

Do not load the LCT with paper of other sizes than previously specified.

Do not load so much paper that the top of the stack does not exceed the▼ mark.

Make sure that the trailing-edge guide is adjusted to fit the size of the loaded paper. If there is space between the trailing-edge guide and the paper, the paper will not be fed correctly.

2.8 Loading Paper of a Different Size Into Paper Trays

The paper loaded into the tray 3 and 4 can be changed to that of a different size.

...

Note

To load paper of a different size into the tray 1 and 2 and the LCT (LU-401/LU-402), contact your technical representative.

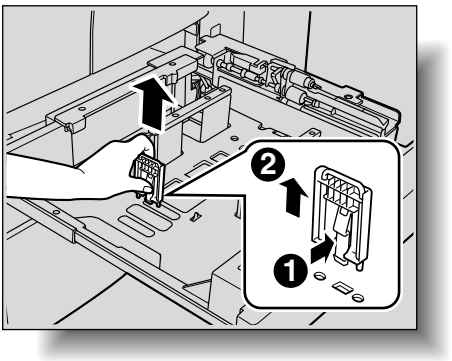
Changing the Size of Paper That Is Loaded

1 Pull out the paper tray for the tray 3 or 4.

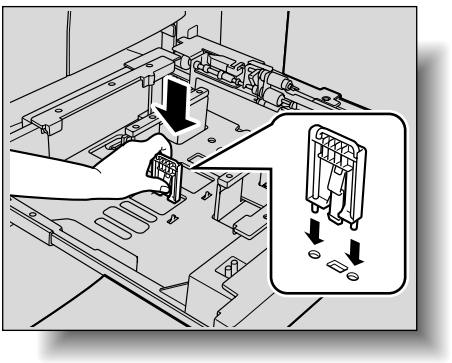
2 Raise the paper take-up roller.

3 Remove the trailing-edge guide, and then insert it at the position for the desired paper size.

– Press the button to remove the trailing-edge guide.

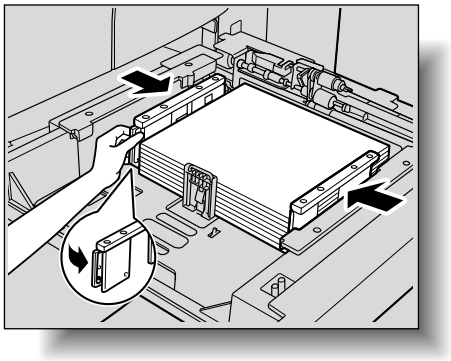


– Insert the trailing-edge guide into the hole corresponding to the size indicated on the bottom plate.

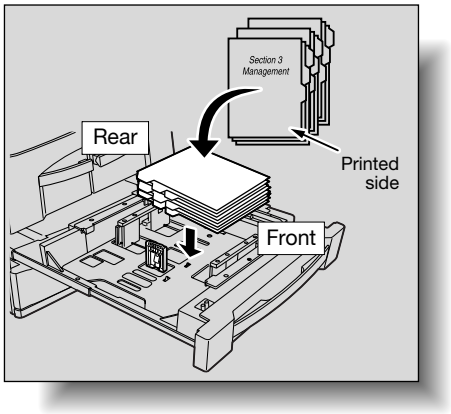


4 Load paper of the new size, and then slide the lateral guide to fit the size of the paper.

– Move the lateral guide while holding the release button pressed. When the button is released, the guide is locked in place.



– When loading tab paper, position the side with the tab facing the trailing-edge guide.



5 Fully push in the paper tray.

– If non-standard-sized paper, thick paper, tab paper, or special paper was loaded, specify the settings for the loaded paper in the Paper Type screen. Refer to “Specifying Paper Settings for Paper Trays” on page 7-22.

...

Reminder

Be sure to insert the trailing-edge guide at the position for the specified size. If there is space between the trailing-edge guide and the paper, the paper will not be fed correctly.

Make sure that the lateral guide is correctly positioned against the edge of the loaded paper. If the lateral guide is not positioned correctly, the paper size will not be correctly detected.

Do not close the paper tray with too much force, otherwise the weight of the tray and paper will apply an impact to the machine that may cause damage.

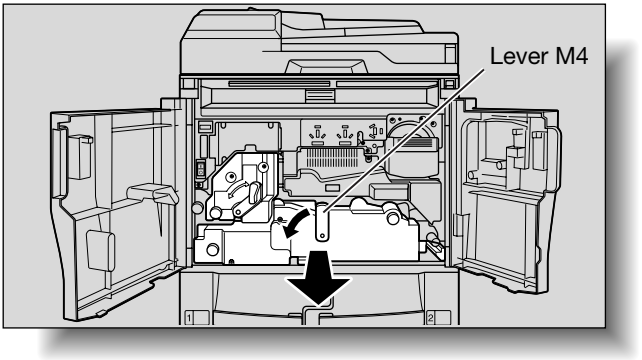
When Thick Paper Is Loaded Into a Paper Tray

If thick paper is loaded into a paper tray, the bypass tray or the LCT, the conveyance lever must be correctly set in order to prevent paper misfeeds.

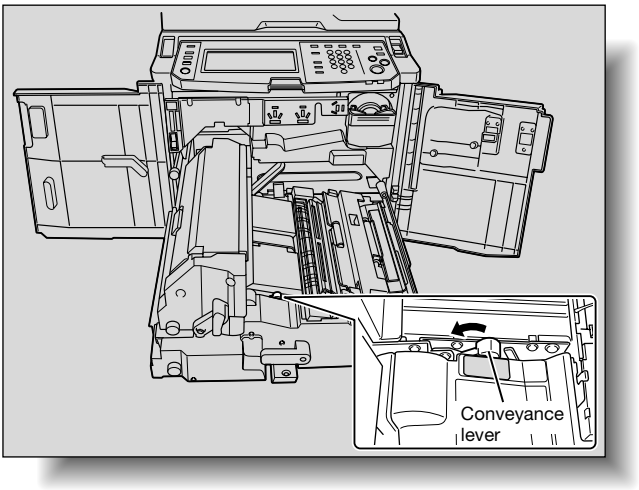
To set the conveyance lever

1 Open the front doors (left and right).

2 Turn lever M4 to the left, and then pull out the ADU unit.



3 Set the conveyance lever to “5.5 × 8.5 A5 Thick paper”.



4 Return the ADU unit to its original position.

5 Close the front doors (left and right).

...

Note

After using thick paper, be sure to reset the conveyance lever to “NORMAL”.

3 Basic Copy Operations

3 Basic Copy Operations

3.1 General Copy Operation

This section contains information on the general operation for making copies. The following procedure describes how to copy a single-sided original using basic copy operations.

...

Note

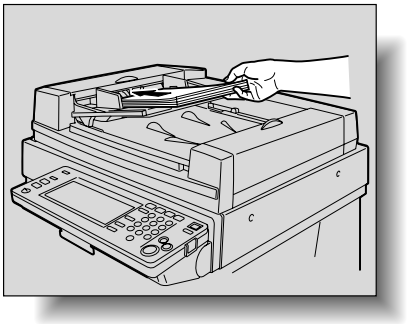
Some settings cannot be used together. For details on the settings that cannot be combined, refer to "Operations That Cannot Be Combined" on page 3-5.

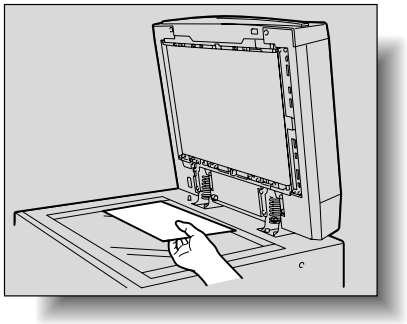
To make a copy

1 Press the [Copy] key to display the Basic screen in Copy mode.

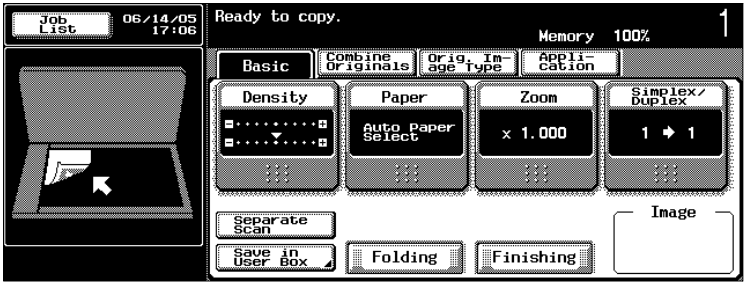
2 Position the original to be copied.

– For details on positioning the original, refer to "Positioning the Original" on page 3-7.





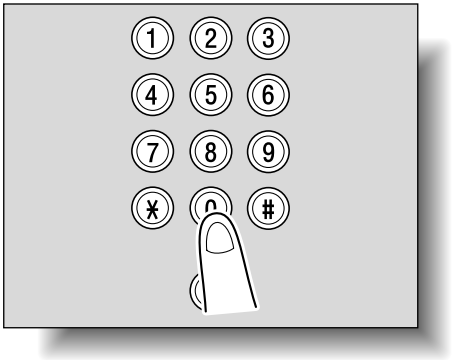
3 Specify the necessary copy settings.



- The default settings when this machine is purchased are listed below.
 [Density/Background]: Auto (Density), Standard (Background Removal)
 [Paper]: Auto Paper Select
 [Zoom]: Full size (× 1.000)
 [Simplex/Duplex]: 1 ➡ 1
 [Original Image Type]:Text/Photo
- For details on specifying Original settings, refer to “Specifying Original Settings” on page 3-15.
- For details on selecting a Paper setting, refer to “Selecting a Paper Setting” on page 3-26.
- For details on specifying a Zoom setting, refer to “Specifying a Zoom Setting” on page 3-29.
- For details on specifying a Simplex/Duplex setting, refer to “Selecting a Simplex/Duplex Setting (1-Side/2-Sides Settings)” on page 3-40.
- For details on selecting the quality of the original, refer to “Selecting the Quality of the Original” on page 3-45.
- For details on specifying the density settings, refer to “Specifying the Density Settings” on page 3-47.
- For details on selecting a Combine Originals setting, refer to “Selecting a Combine Originals Setting” on page 3-50.
- For details on selecting Finishing settings, refer to “Selecting Finishing Settings” on page 3-53.
- For details on specifying the “Folding” function, refer to “Specifying Folding Settings” on page 3-66.
- For details on specifying settings for the Application functions, refer to “Application Functions” on page 8-2.

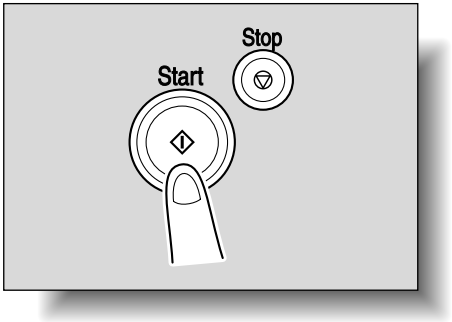
4 Using the keypad, type in the desired number of copies.

– If the number of copies was incorrectly entered, press the [C] (clear) key in the keypad, and then specify the correct number of copies.



5 Press the [Start] key.

– To stop the copy operation being performed, press the [Stop] key. For details, refer to “Stopping Scanning/ Printing” on page 3-74.
– The next copy operation can be queued while a copy operation is being performed. For details, refer to “Scanning the Next Original To Be Copied While a Copy Job Is Being Printed (Next Job Reservation)” on page 3-72.



3.2 Operations That Cannot Be Combined

Certain copy settings cannot be used together.

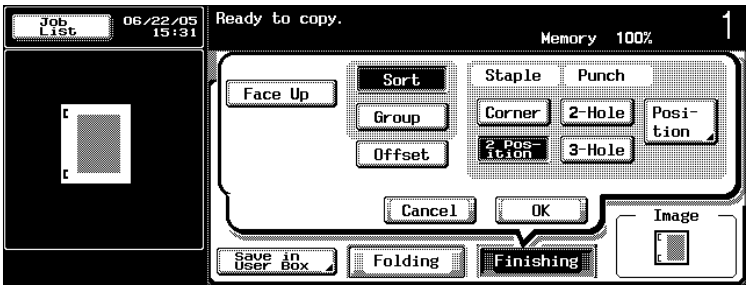
Specifying settings that cannot be combined will result in one of the following.

- The setting specified last is given priority. (The setting specified first is canceled.)
- The setting specified first is given priority. (A warning message appears.)

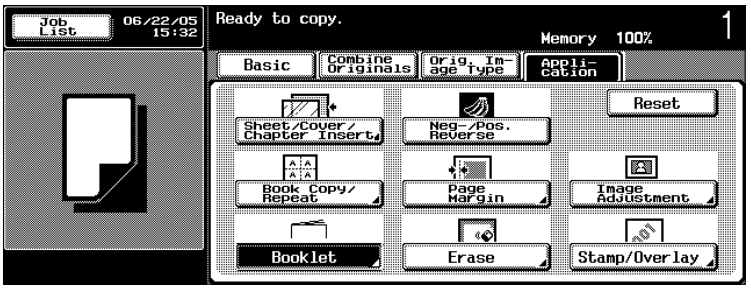
Operations where the setting specified last is given priority

As an example, the procedure for setting the “Booklet” function after selecting the “2 Position” Staple setting is described below.

1 Select the “2 Position” Staple setting.



2 Set the “Booklet” function.



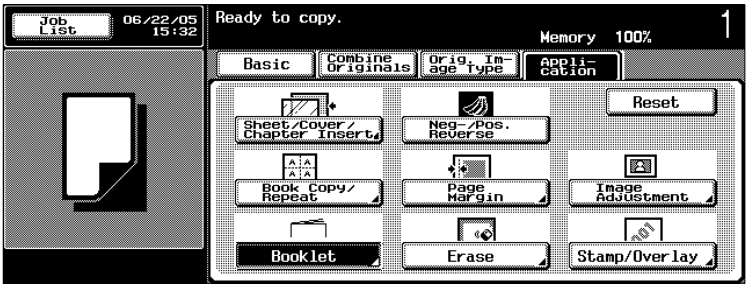
The “2 Position” Staple setting is automatically cancelled, and the “Booklet” function is set.
To select the “2 Position” Staple setting, cancel the “Booklet” function, and then select the “2 Position” setting.

Operations where the setting specified first is given priority

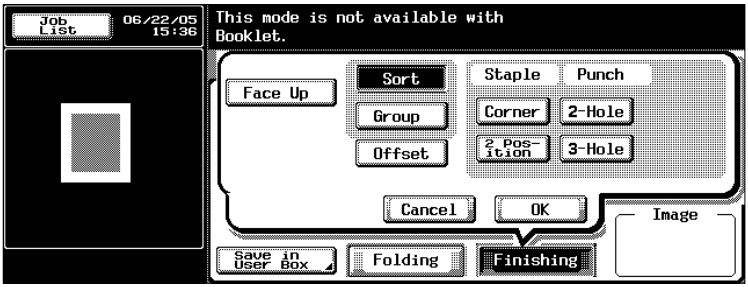
If a warning message appears, indicating that settings cannot be combined, those settings cannot be specified together.

As an example, the procedure for selecting the “2 Position” Staple setting after setting the “Booklet” function is described below.

1 Set the “Booklet” function.



2 Select the “2 Position” Staple setting.



The message “This mode is not available with Booklet.” appears and the “2 Position” Staple setting cannot be selected.
The “Booklet” function remains selected and the “2 Position” Staple setting is canceled.
To select the “2 Position” Staple setting, cancel the “Booklet” function, and then select the “2 Position” setting.

3.3 Positioning the Original

The original can be fed in either of the following two ways. Be sure to position the original correctly according to the type of original being copied.

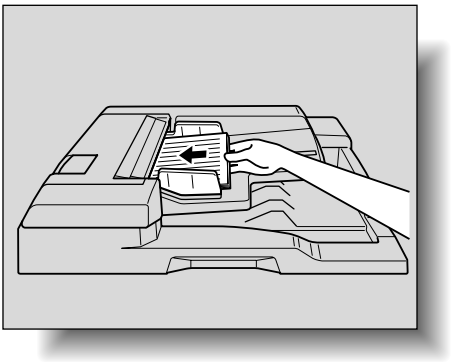
Document Feed Method	Features
Using the ADF	By using the ADF, a multi-page original can be fed automatically. This feed method can also be used with double-sided original, and is perfect for multi-page double-sided original.
Using the original glass	The document is placed face down directly on the original glass, then scanned. This method is best with books and other documents that cannot be fed through the ADF.

To position the original into the ADF

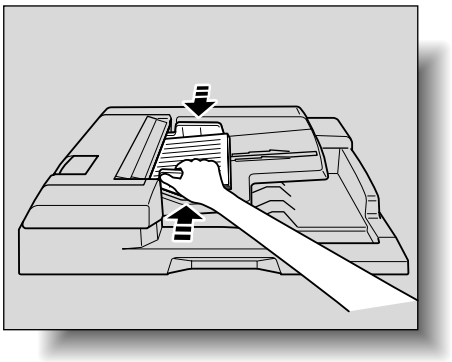
- ✔ For details on the types of original that can be loaded into the ADF, refer to “Originals” on page 7-33.
- ✔ Do not load original that are bound together, for example, with paper clips or staples.
- ✔ Do not load more than 100 sheets or so many sheets that the top of the stack is higher than the ▼ mark, otherwise an original misfeed or damage to the original or machine may occur. However, an original that exceeds 100 pages can be scanned in separate batches. For details, refer to “Scanning the Original in Separate Batches (“Separate Scan” Setting)” on page 3-11.
- ✔ If the original is not loaded correctly, the original may not be fed in straight or an original misfeed or damage to the original may occur.

1 Position the original face up in the ADF.

– Position the original pages so that the top of the original is toward the back or the right side of the machine.



2 Adjust the paper guides to the size of the original.



- For details on loading original of mixed sizes, refer to “Copying Original of Mixed Sizes (“Mixed Original” Setting)” on page 3-15.
- For details on positioning folded (Z-folded) original, refer to “Positioning Folded (Z-Folded) Original” on page 3-17.
- For details on positioning tabbed original, refer to “Positioning Tabbed Original” on page 3-18.
- For details on selecting the original orientation, refer to “Selecting the Original Orientation (Original Direction Settings)” on page 3-20.
- For details on selecting the position of the binding margin, refer to “Selecting the Position of the Binding Margin (Margin Settings)” on page 3-22.

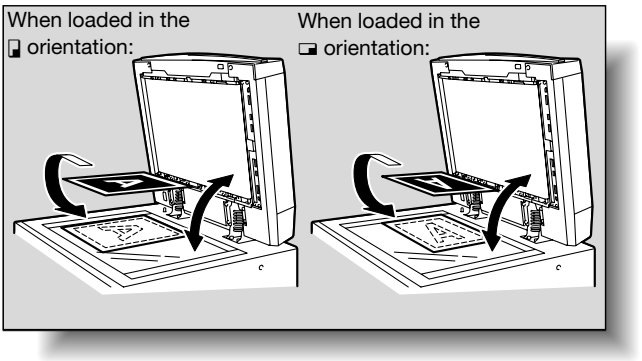
To position the original on the original glass

- ✔ For details on the types of original that can be placed on the original glass, refer to “Originals” on page 7-33.
- ✔ Do not place objects weighing more than 6.8 kg on the original glass. In addition, do not press down extremely hard on a book spread placed on the original glass, otherwise the original glass may be damaged.
- ✔ For thick books or large objects, make the copy without closing the ADF. When an original is being scanned with the ADF open, do not look directly at the light that may shine through the original glass. Although the light that shines through the original glass is bright, it is not a laser beam and, therefore, is not as dangerous.

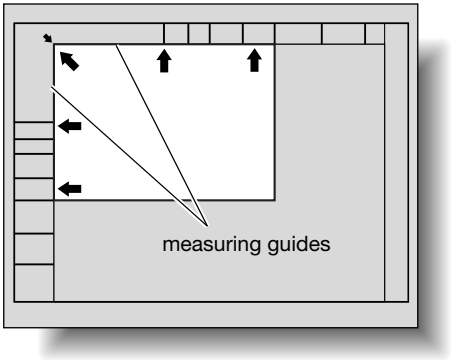
1 Lift and open the ADF.

2 Position the original face down onto the original glass.

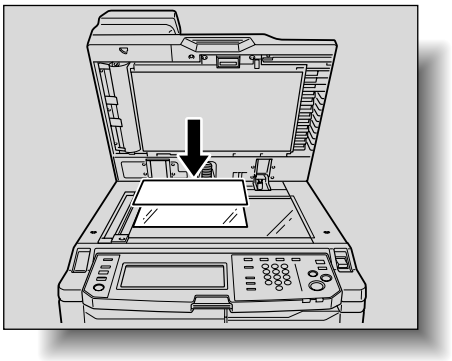
– Load the document pages so that the top of the original is toward the back or the left side of the machine.



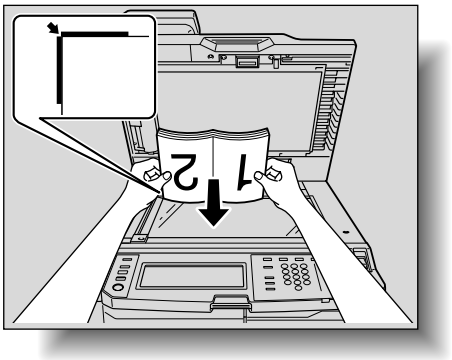
3 Align the original with the ◣ mark in the back-left corner of the measuring guides.



– For details on selecting the original orientation, refer to "Selecting the Original Orientation (Original Direction Settings)" on page 3-20.
– For details on selecting the position of the binding margin, refer "Selecting the Position of the Binding Margin (Margin Settings)" on page 3-22.
– For transparent or translucent original, place a blank sheet of paper of the same size as the original over the original.



– For bound original spread over two facing pages, such as a book or magazine, position the top of the original toward the back of this machine and align the document with the ◣ mark in the back-left corner of the measuring guides, as shown.



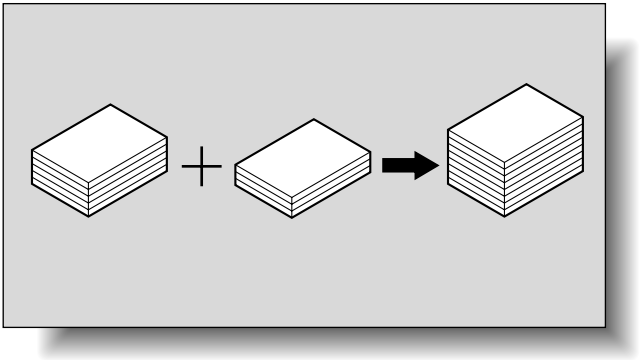
4 Close the ADF.

Scanning the Original in Separate Batches ("Separate Scan" Setting)

A large original can be divided and scanned in a number of batches.

A maximum of 100 original pages can be loaded into the ADF at one time. However, by copying with the "Separate Scan" setting, an original that exceeds 100 pages can be scanned and treated as a single copy job. In addition, the scanning location can be switched between the original glass and the ADF during the scanning operation.

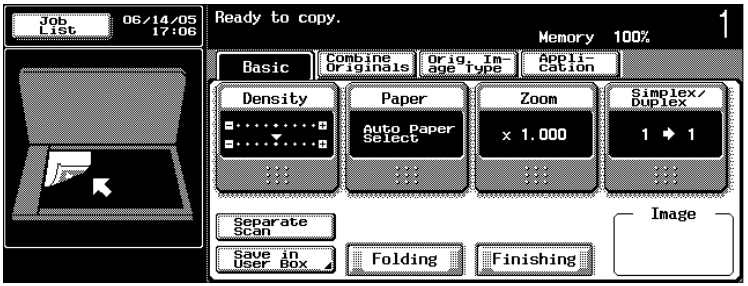
✔ Do not load more than 100 sheets or so many sheets that the top of the stack is higher than the ▼ mark, otherwise an original misfeed or damage to the original may occur.



1 Position the original to be copied.

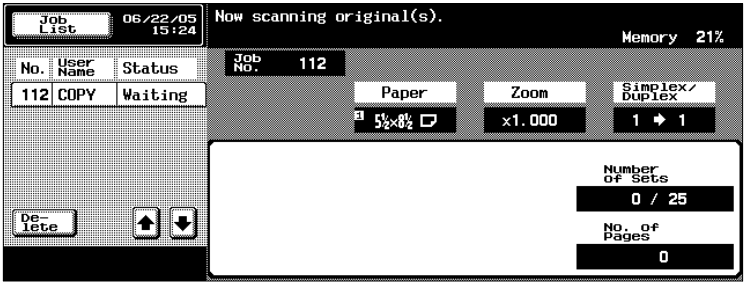
– When using the original glass, place the first page of the original on the original glass with the side to be copied facing down.
– When using the ADF, load the original with the pages in order and the first page on top. Up to 100 sheets can be loaded at one time.

2 In the Basic screen, touch [Separate Scan].



– To cancel the "Separate Scan" setting, touch [Separate Scan] again to deselect it.

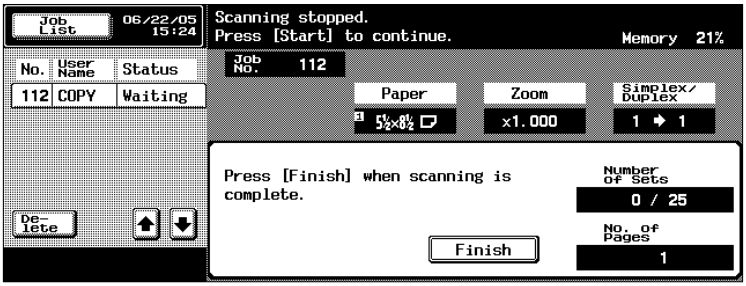
3 Press the [Start] key.



- Repeat this step until all pages of the original have been scanned.
- The amount of memory available can be checked beside “Memory” in the upper-right corner of the Basic screen.
- To delete the image data, press the [Stop] key, and then delete the job. For details, refer to “Stopping Scanning/Printing” on page 3-74.

After the original is scanned, the message “Scanning stopped. Press [Start] to continue.” appears.

4 After all original pages have been scanned, touch [Finish].



5 Press the [Start] key.

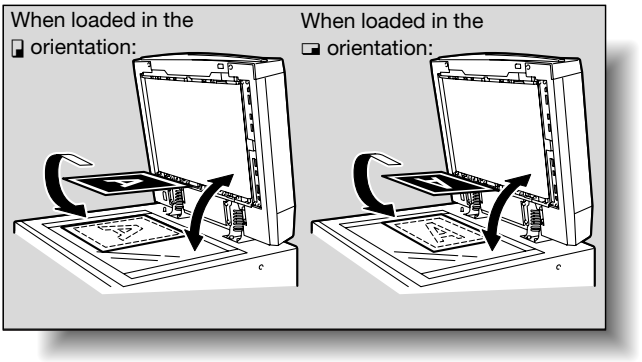
Scanning a Multi-Page Original from the Original Glass

When making double-sided or combined copies using the original glass, place each page of a multi-page original on the original glass to scan it. The following procedure describes how to place single-sided original pages on the original glass to make double-sided copies.

1 Lift and open the ADF.

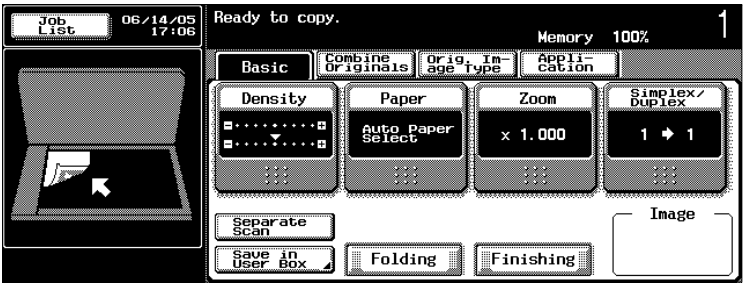
2 Position the first page or the first side of the original face down onto the original glass.

– For details on positioning the original, refer to “To position the original on the original glass” on page 3-9.



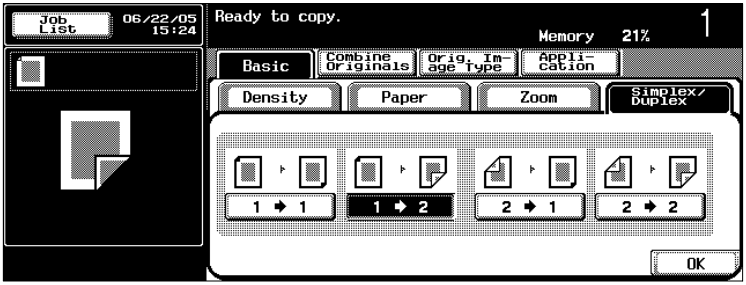
3 Close the ADF.

4 In the Basic screen, touch [Simplex/Duplex].

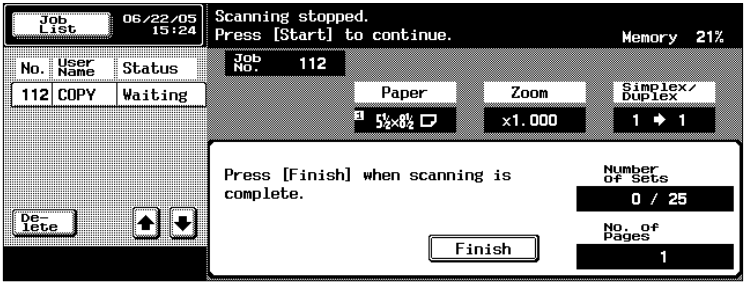


The Simplex/Duplex screen appears.

5 Touch [1 ➡ 2], and then touch [OK].



6 Press the [Start] key.

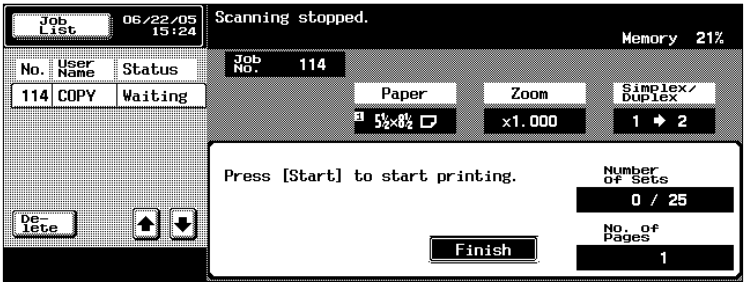


Scanning begins.
After the original has been scanned, the message “Scanning stopped. Press [Start] to continue.” appears.

7 Position the second page or second side of the original onto the original glass, and then press the [Start] key.

– To scan the remaining pages in the original, repeat steps 7.

8 After all original pages have been scanned, touch [Finish].



9 Press the [Start] key.

3.4 Specifying Original Settings

The following procedure describes how to specify the type of original to be copied.

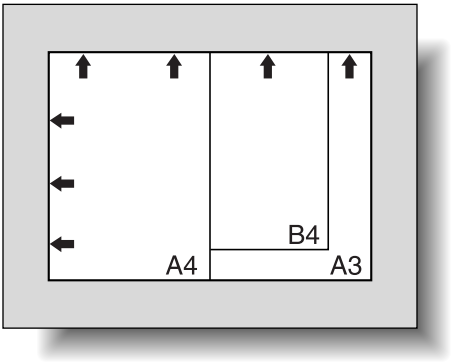
Copying Original of Mixed Sizes ("Mixed Original" Setting)

Original of different sizes can be loaded together into the ADF to be fed and scanned one by one automatically.
The possible combinations of original sizes differ depending on the widest original loaded (position of the adjustable original guides of the ADF).

- ✔ Do not load more than 100 sheets or so many sheets that the top of the stack is higher than the ▼ mark, otherwise an original misfeed or damage to the original or machine may occur. However, an original that exceeds 100 pages can be scanned in separate batches. For details, refer to "Scanning the Original in Separate Batches ("Separate Scan" Setting)" on page 3-11.
- ✔ If the original is not loaded correctly, the original may not be fed in straight or an original misfeed or damage to the original may occur.

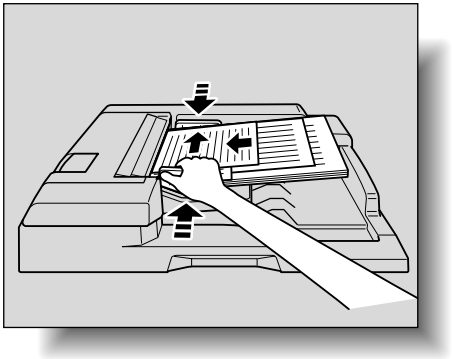
1 Arrange the original pages so that the side to be copied (first page) faces up, as shown in the illustration.

– For details on the original sizes that can be mixed in the ADF, refer to "Original That Can Be Positioned into the ADF" on page 7-33.

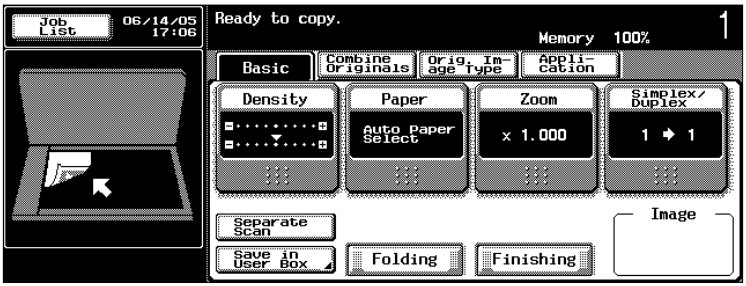


2 Position the original face up in the ADF.
Slide the adjustable paper guides against the edges of the original.

– Load the original pages into the ADF so that the top of the pages is toward the back or the left side of the machine.

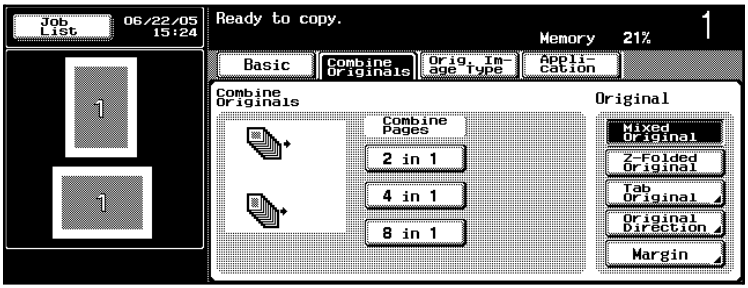


3 In the Basic screen, touch [Combine Originals].



The Combine Originals screen appears.

4 Touch [Mixed Original].



– To cancel the “Mixed Original” setting, touch [Mixed Original] again to deselect it.

Positioning Folded (Z-Folded) Original

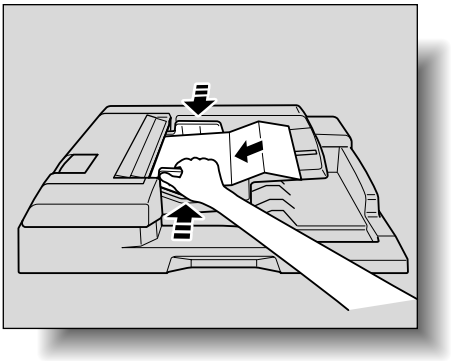
If folded original are loaded into the ADF to be copied, the original size is correctly detected.

✔ Load the original into the ADF.

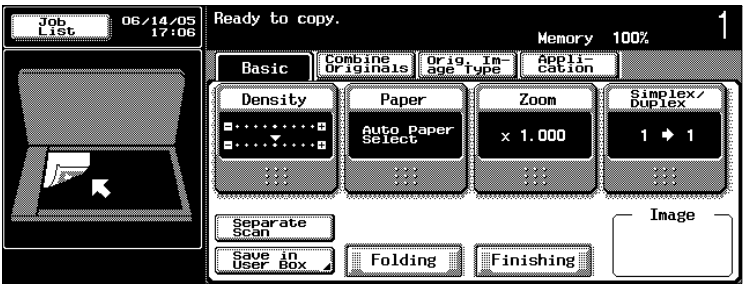
✔ The length of the first page of the original is detected, and all pages of the original are scanned at that size.

1 Position the original to be copied.

– For details on loading the original, refer to "To position the original into the ADF" on page 3-7.

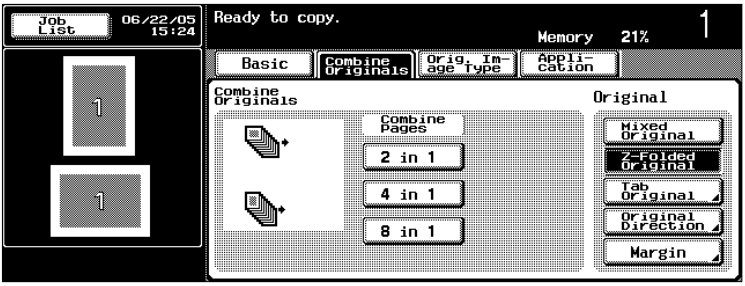


2 In the Basic screen, touch [Combine Originals].



The Combine Originals screen appears.

3 Touch [Z-Folded Original].



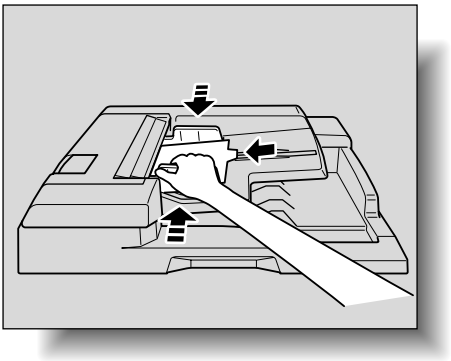
– To cancel the “Z-Folded Original” setting, touch [Z-Folded Original] again to deselect it.

Positioning Tabbed Original

Tabbed original, including the tab, can be copied onto tabbed paper.

1 Position the original as shown in the illustration.

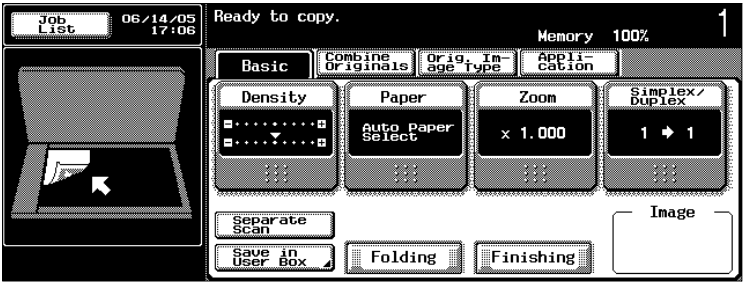
– For details on loading the original, refer to “To position the original into the ADF” on page 3-7.



2 Position tabbed paper into a paper tray.

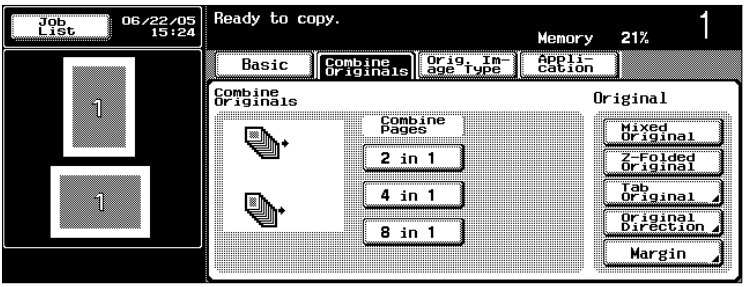
– Tabbed paper can be loaded into the 3rd or 4th tray or the bypass tray.
– For details, refer to “Specifying Paper Settings for Paper Trays” on page 7-22 or “Loading Paper Into the Bypass Tray” on page 2-44.

3 In the Basic screen, touch [Combine Originals].



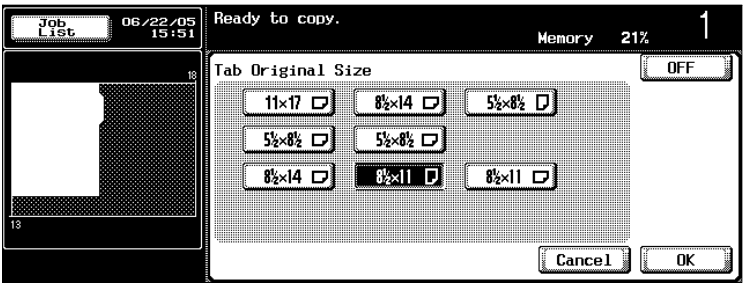
The Combine Originals screen appears.

4 Touch [Tab Original].



The Tab Original Size screen appears.

5 Touch the button for the size of the positioned original.



6 Touch [OK].

Selecting the Original Orientation (Original Direction Settings)

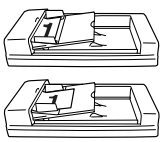
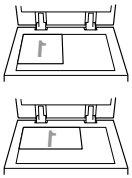
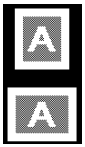
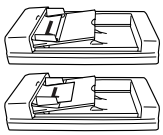
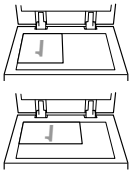
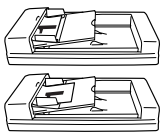
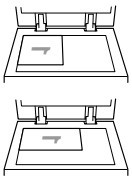
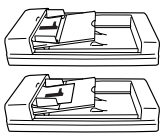
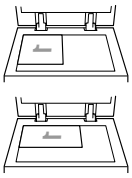
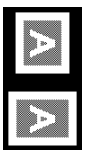
When copying double-sided original, making double-sided copies, or using a Combine Originals setting, specify the original orientation, otherwise the copies may not be printed in the correct page order or correct front and back page arrangement.

...

Note

The default setting is the first setting (with the top of the original at the top (toward the back of the machine)).

Original Positioning Orientation

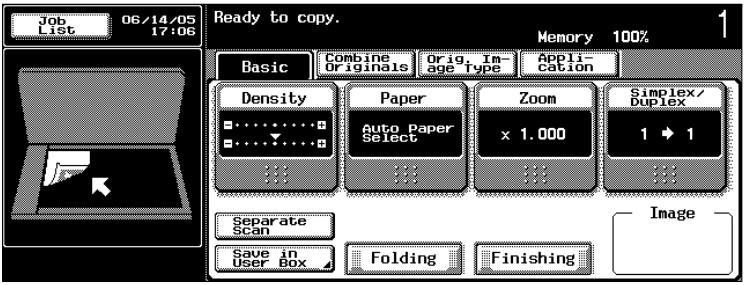
Using the ADF	Using the Original Glass	Icon	Description
			Select this setting for an original positioned with the top toward the back of this machine.
			Select this setting for an original positioned with the top toward the front of this machine.
			• Select this setting for an original positioned into the ADF with the top of the original toward the left side of this machine. • Select this setting for an original placed on the original glass with the top of the original toward the right side of this machine.
			• Select this setting for an original positioned into the ADF with the top of the original toward the right side of this machine. • Select this setting for an original placed on the original glass with the top of the original toward the left side of this machine.

To specify an Original Direction setting

✔ For details on positioning the document, refer to “Positioning the Original” on page 3-7.

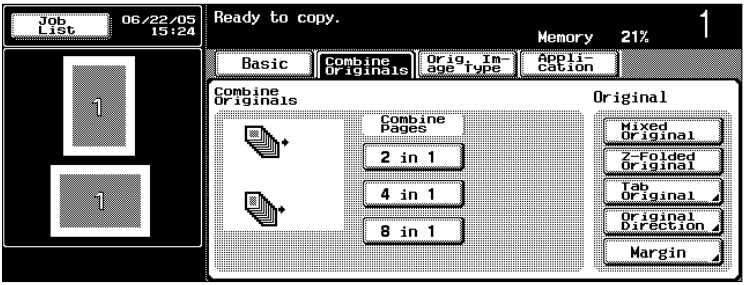
1 Position the original to be copied.

2 In the Basic screen, touch [Combine Originals].



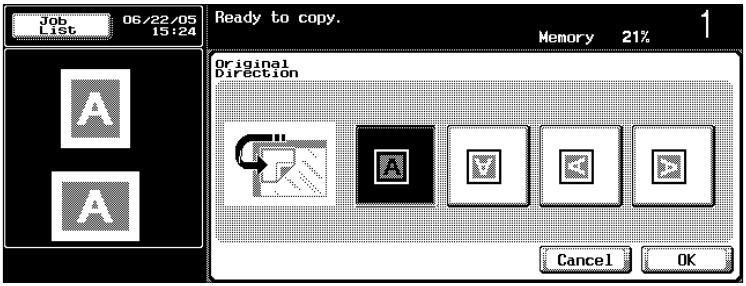
The Combine Originals screen appears.

3 Touch [Original Direction].



The Original Direction screen appears.

4 Touch the button for the orientation of the positioned original, and then touch [OK].



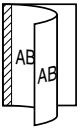
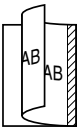
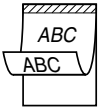
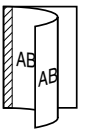
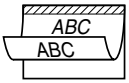
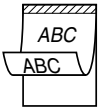
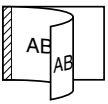
– To cancel changes to the settings, touch [Cancel].

Selecting the Position of the Binding Margin (Margin Settings)

If the original loaded into the ADF is double-sided, specify the binding position of the document.

Note
The default setting is "Auto".

Original Binding Margin Position

Margin Setting	Icon	Description
		Select this setting if the original is positioned with the binding margin at the left.
		Select this setting if the original is positioned with the binding margin at the right.
		Select this setting if the original is positioned with the binding margin at the top.
When the original length is 11-11/16in. or less:   When the original length is more than 11-11/16in. :  		Select this setting to automatically select the position of the binding margin. If the original length is 11-11/16in. or less, a binding position along the long side of the paper is selected. If the original length is more than 11-11/16in. a binding position along the short side of the paper is selected.

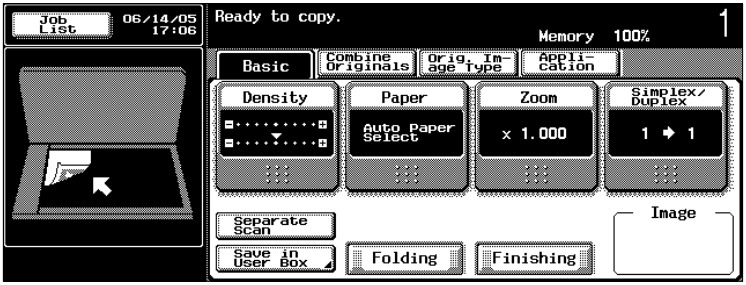
To specify a Margin setting

✔ For details on positioning the original, refer to “Positioning the Original” on page 3-7.

1 Position the original to be copied.

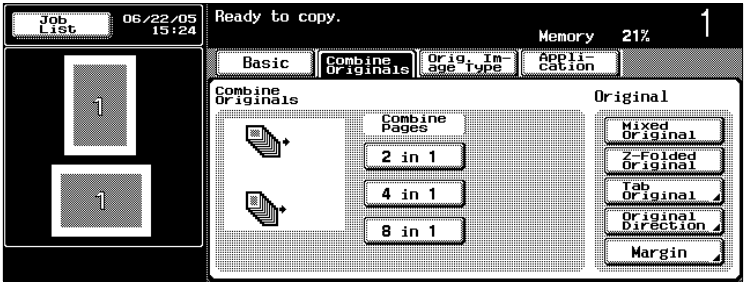
– When loading an original with a binding margin, position the top of the original toward the back of the machine.

2 In the Basic screen, touch [Combine Originals].



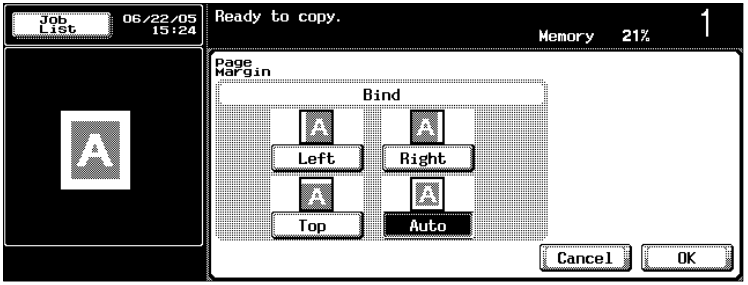
The Combine Originals screen appears.

3 Touch [Margin].



The Page Margin screen appears.

4 Touch the button for the desired margin position, and then touch [OK].



– To cancel changes to the settings, touch [Cancel].

3.5 Selecting a Paper Setting

The paper size can be selected automatically according to the original size or it can be specified manually. Specify the paper size according to the corresponding procedure, depending on the desired copy settings.

...

Note

If a setting for special paper is selected for a paper tray, that tray is not selected automatically with the "Auto Paper Select" setting. (However, a paper tray set to "Single Side Only" is given priority to be selected.) This setting is useful for paper trays loaded with special paper. For details, refer to "To specify a setting for special paper" on page 7-20.

The default setting is "Auto Paper Select".

For details on the operations that cannot be combined, refer to "Operations That Cannot Be Combined" on page 3-5.

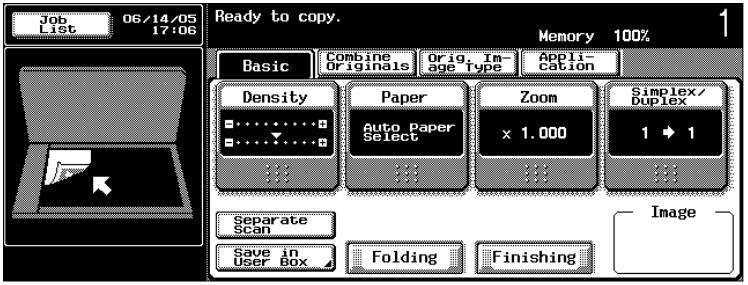
The "Auto Zoom" and "Auto Paper Select" settings cannot be selected at the same time. If the "Auto Zoom" setting is selected, select the desired paper size in the Paper screen.

Check the screen for the paper that is selected. Touch [Paper] to display the size and orientation of the selected paper and the amount of paper remaining. The amount of paper remaining is indicated in five levels. If special paper is selected, the special paper type is indicated with icons. For details, refer to "Icons That Appear in the Touch Panel" on page 2-18.

Automatically Selecting the Paper Size ("Auto Paper Select" Setting)

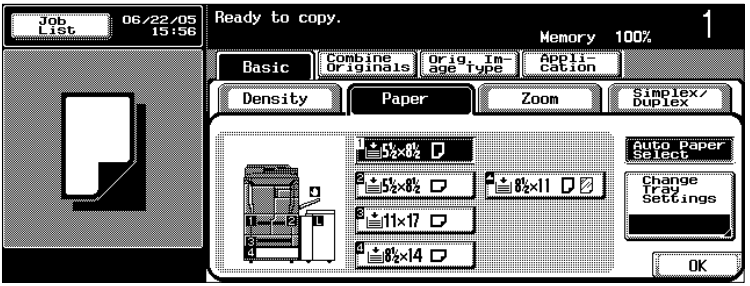
The size of the positioned original is detected, and copies are produced using paper of the same size.
If the "×1.0" Zoom setting was specified, paper of the same size as the original is selected.
If the zoom ratio was increased or decreased, a paper size that corresponds to the specified zoom ratio is automatically selected.

1 In the Basic screen, touch [Paper].



The Paper screen appears.

2 Touch [Auto Paper Select].



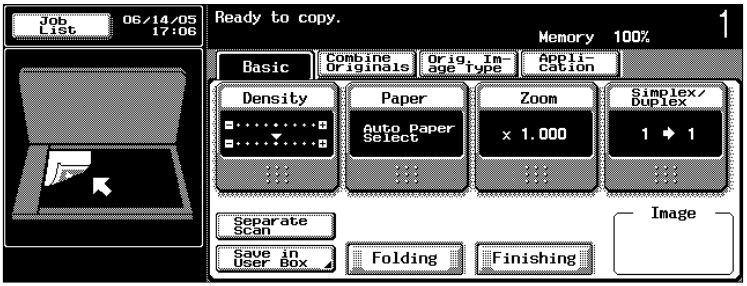
3 Touch [OK].

The Basic screen appears again.

Manually Selecting the Desired Paper Size

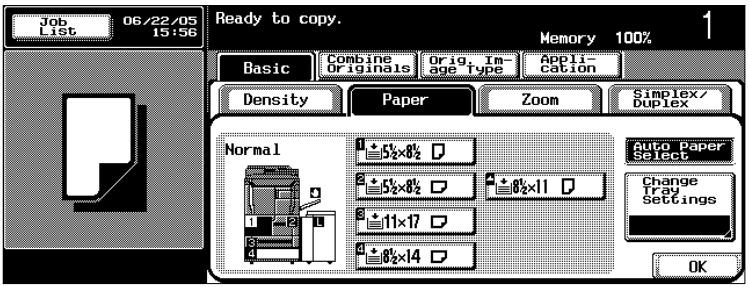
- ✔ By also selecting the “Auto Zoom” setting, the most appropriate zoom ratio is selected based on the size of the positioned original and the specified paper size. For details on the “Auto Zoom” setting, refer to “Automatically Selecting the Paper Size (“Auto Paper Select” Setting)” on page 3-26.
- ✔ The selected paper size can be confirmed in the screen. The selected paper size, orientation and paper tray appears on the [Paper] button in the Basic screen. If special paper was selected, the icon for the selected special paper type appears. For details, refer to “Icons That Appear in the Touch Panel” on page 2-18

1 In the Basic screen, touch [Paper].



The Paper screen appears.

2 Select the paper tray loaded with the desired paper.



3 Touch [OK].

The Basic screen appears again.

3.6 Specifying a Zoom Setting

The zoom ratio can be set in order to make a copy on paper with a size different than the original or to enlarge or reduce the size of the copy image.

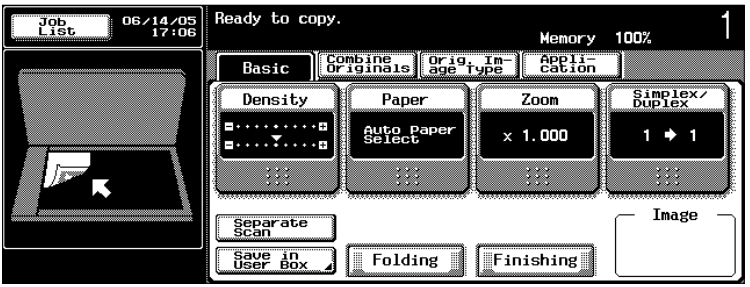
The following procedure describes how to specify the Zoom setting.

Automatically Selecting the Zoom Ratio ("Auto Zoom" Setting)

The most appropriate zoom ratio is automatically selected based on the size of the positioned original and the specified paper size.

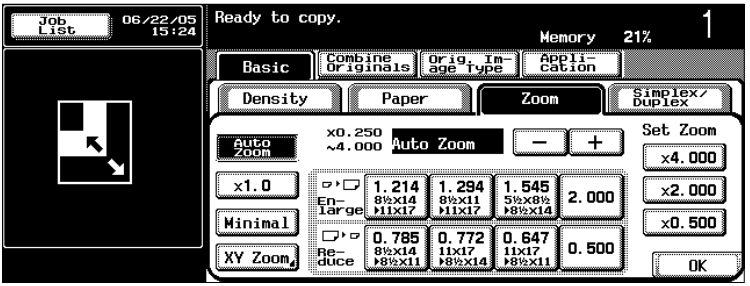
- ✔ The default setting is "×1.0".
- ✔ The "Auto Zoom" and "Auto Paper Select" settings cannot be selected together. If the "Auto Paper Select" setting was selected, the Paper screen appears. In the Paper screen, specify the desired Paper setting.

1 In the Basic screen, touch [Zoom].



The Zoom screen appears.

2 Touch [Auto Zoom].



3 Touch [OK].

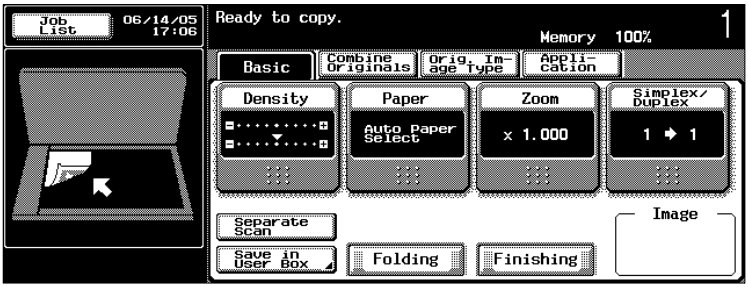
The Basic screen appears again.

Specifying the Same Zoom Ratio as the Original ("×1.0" Setting)

A copy that is the same size as the original (×1.000) is produced.

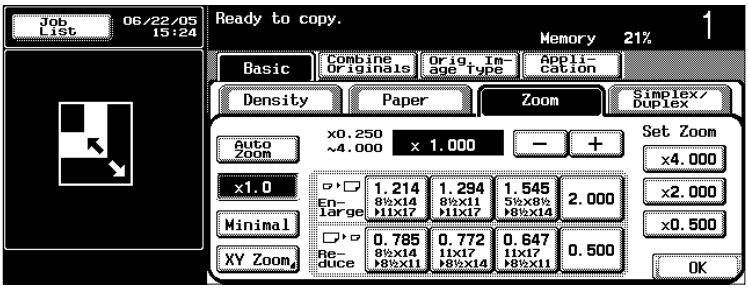
✔ Touch [+] to enlarge the zoom ratio, and touch [–] to reduce the zoom ratio in ×0.001 intervals.

1 In the Basic screen, touch [Zoom].



The Zoom screen appears.

2 Touch [×1.0].



3 Touch [OK].

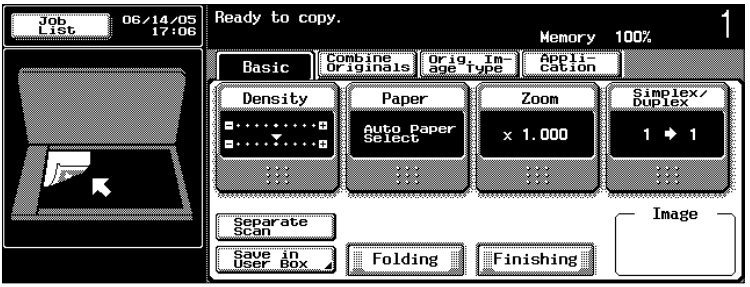
The Basic screen appears again.

Slightly Reducing the Copy ("Minimal" Setting)

The copy of an original where the image is printed to the edges of the paper can be slightly reduced so that no part of the image is cut off in the copy.

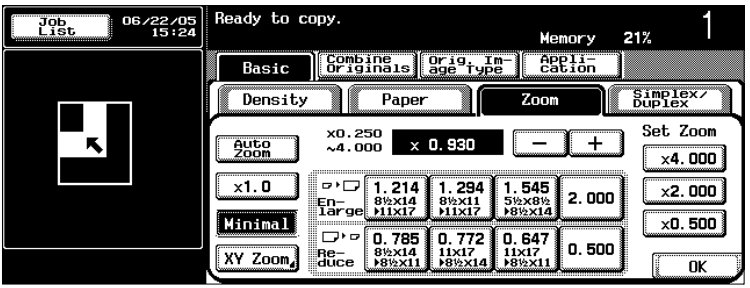
- ✔ Touch [+] to enlarge the zoom ratio, and touch [–] to reduce the zoom ratio in × 0.001 increments.
- ✔ Select the "Minimal" setting to produce a copy with the original image slightly reduced (×0.930).
- ✔ The zoom ratio of the "Minimal" setting can be changed (between ×0.900 and ×0.999). For details on changing the zoom ratio for the "Minimal" setting, refer to "Storing the Desired Zoom Ratio" on page 3-38.

1 In the Basic screen, touch [Zoom].



The Zoom screen appears.

2 Touch [Minimal].



3 Touch [OK].

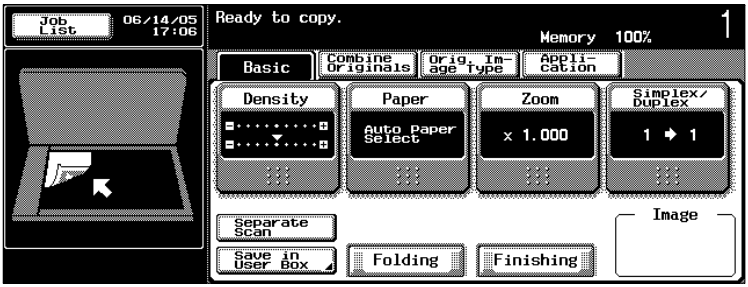
The Basic screen appears again.

Selecting a Preset Zoom Ratio (Enlarge and Reduce Settings)

The most appropriate zoom ratio can be selected for copying from a common standard original size to a standard paper size.

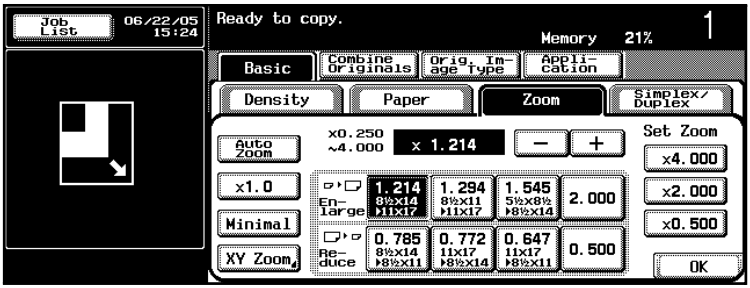
✔ Touch [+] to enlarge the zoom ratio, and touch [–] to reduce the zoom ratio in ×0.001 increments.

1 In the Basic screen, touch [Zoom].



The Zoom screen appears.

2 Touch the button for the appropriate zoom ratio according to the original and paper sizes.



3 Touch [OK].

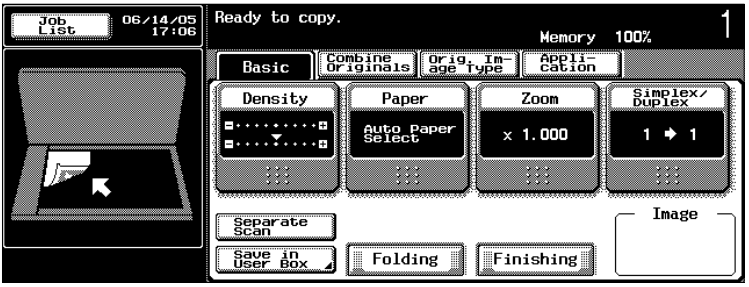
The Basic screen appears again.

Typing In the Zoom Ratio (Zoom with Constant X and Y Ratio Setting)

By using the keypad, a zoom ratio between ×0.250 and ×4.000 can be typed in directly without changing the height-to-width ratio.

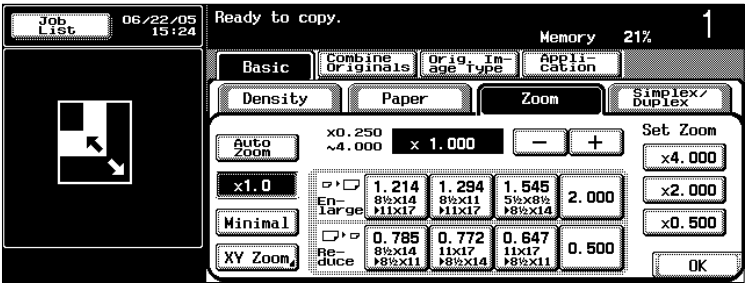
- ✔ If a value outside of the allowable range is specified, the message “Input Error” appears. Type in a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.
- ✔ The entered zoom ratio can be stored. For details on storing the zoom ratio, refer to “Storing the Desired Zoom Ratio” on page 3-38.

1 In the Basic screen, touch [Zoom].



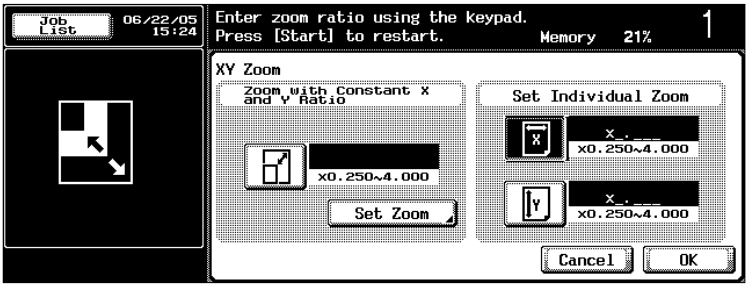
The Zoom screen appears.

2 Touch [XY Zoom].



The Zoom screen appears.

3 Touch the button under “Zoom with Constant X and Y Ratio”, and then use the keypad to type in the desired zoom ratio.



– To cancel changes to the settings, touch [Cancel].

4 Touch [OK] twice.

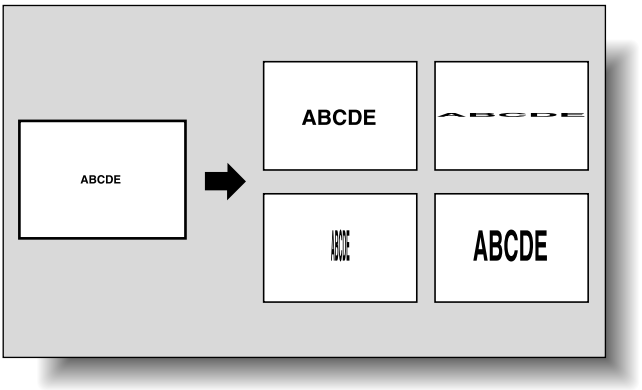
The Basic screen appears again.

Typing In Separate X and Y Zoom Ratios (Independent Zoom Settings)

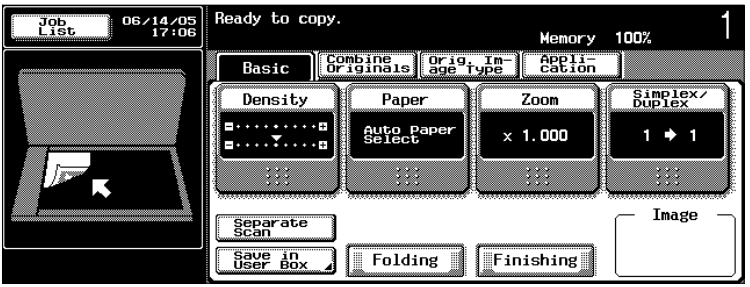
By using the keypad, separate zoom ratios can be typed in directly for the horizontal direction (between ×0.250 and × 4.000) and for the vertical direction (between ×0.250 and ×4.000).

By combining different horizontal and vertical zoom ratios, the copy image can be adjusted as shown in the following illustration.

✔ If a value outside of the allowable range is specified, the message “Input Error” appears. Type in a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

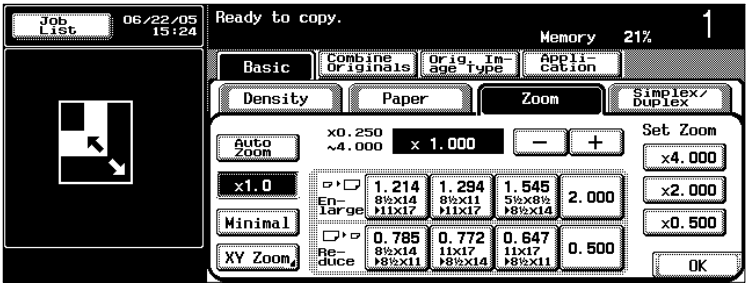


1 In the Basic screen, touch [Zoom].

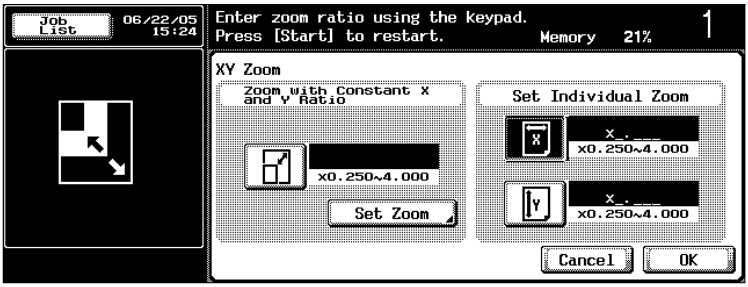


The Zoom screen appears.

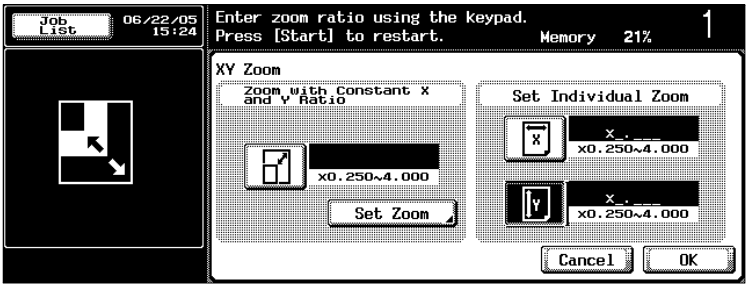
2 Touch [XY Zoom].



3 Touch [X] under “Set Individual Zoom”, and then use the keypad to type in the desired zoom ratio (between ×0.250 and ×4.000) for the X direction.



4 Touch [Y] under “Set Individual Zoom”, and then use the keypad to type in the desired zoom ratio (between ×0.250 and ×4.000) for the Y direction.



– To cancel changes to the settings, touch [Cancel].

5 Touch [OK], and then touch [OK] in the next screen that appears.

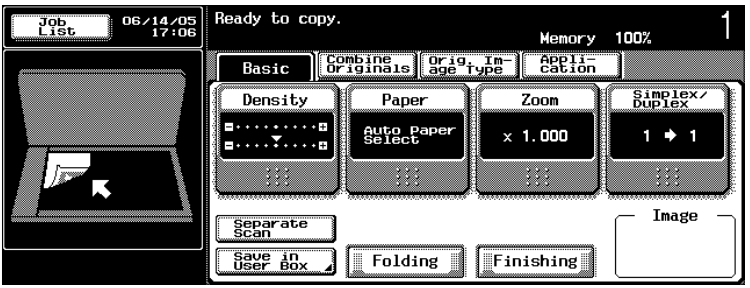
The Basic screen appears again.

Selecting a Stored Zoom Ratio

Copy zoom ratios that have been stored can be recalled to be used when desired. In addition, stored copy zoom ratios can be changed.

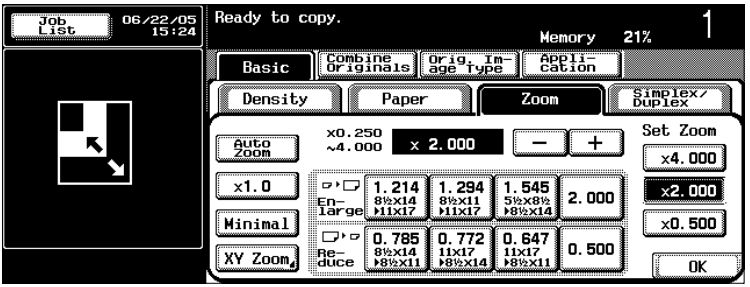
- ✔ Touch [+] to enlarge the zoom ratio, and touch [–] to reduce the zoom ratio in × 0.001 increments.
- ✔ Three “Set Zoom” ratios can be stored. As the default setting, the zoom ratios “×4.000”, “×2.000” and “×5.000” are stored. For details on storing zoom ratios, refer to “Storing the Desired Zoom Ratio” on page 3-38.
- ✔ The “Set Zoom” ratios can be changed to the desired zoom ratios (between ×0.250 and ×4.000). For details on storing zoom ratios, refer to “Storing the Desired Zoom Ratio” on page 3-38.

1 In the Basic screen, touch [Zoom].



The Zoom screen appears.

2 Touch the button for the desired zoom ratio under “Set Zoom”.



3 Touch [OK].

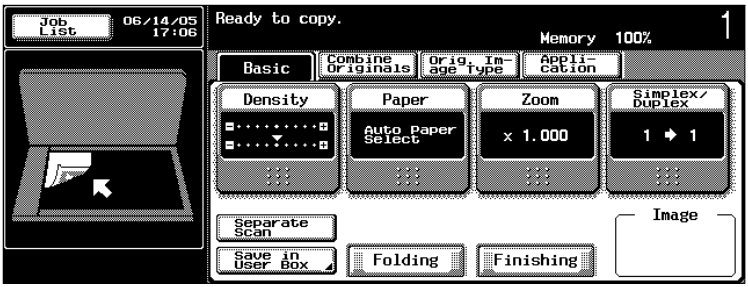
The Basic screen appears again.

Storing the Desired Zoom Ratio

Three frequently used zoom ratios and the zoom ratio for the “Minimal” setting can be stored.

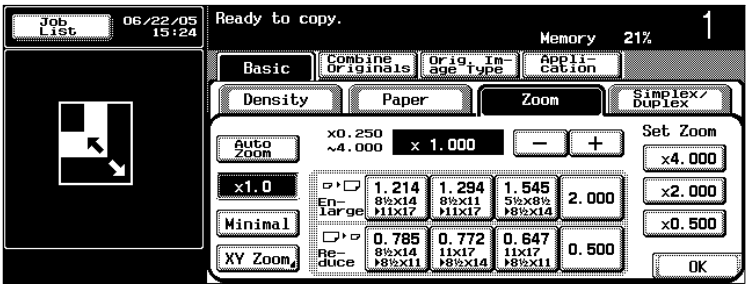
- ✔ If a value outside of the allowable range is specified, the message “Input Error” appears. Type in a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.
- ✔ The default zoom ratios (×4.000, ×2.000 and ×0.500) are stored. When a new zoom ratio is stored, it overwrites the zoom ratio stored with the selected button.
- ✔ To store a “Minimal” zoom ratio, type in the desired zoom ratio between ×0.900 and ×0.999.

1 In the Basic screen, touch [Zoom].



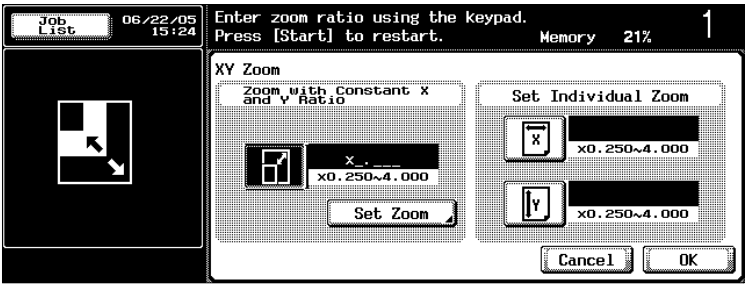
The Zoom screen appears.

2 Touch [XY Zoom].



The Zoom screen appears.

3 Touch the button under “Zoom with Constant X and Y Ratio”, and then use the keypad to type in the desired zoom ratio (between ×0.250 and ×4.000).

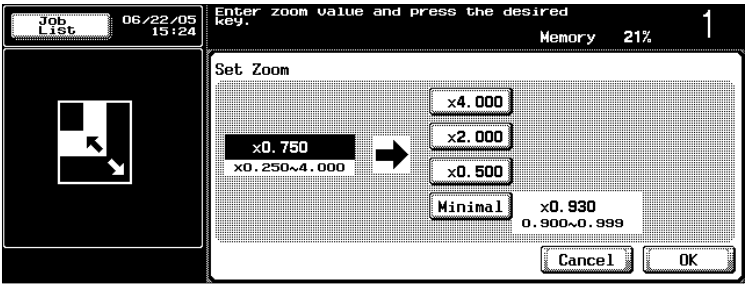


– To cancel changes to the settings, touch [Cancel].

4 Touch [Set Zoom].

– The Set Zoom screen appears.

5 Touch the button or [Minimal] where the new zoom ratio is to be stored.



– To cancel changes to the settings, touch [Cancel].

The specified zoom ratio is stored.

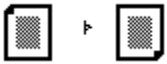
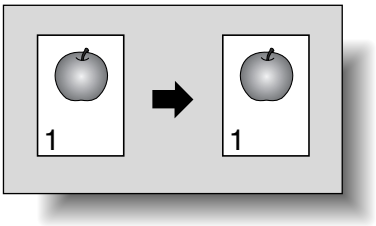
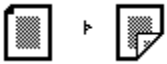
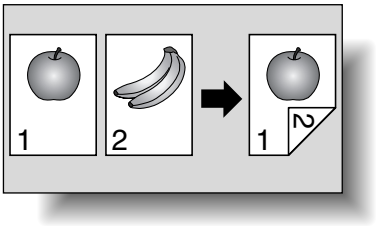
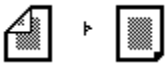
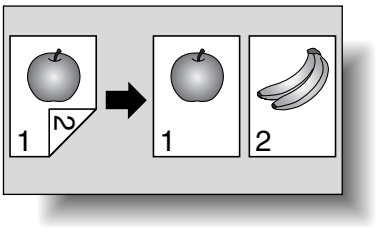
6 Touch [OK], and then touch [OK] in the next two screens that appear.

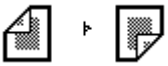
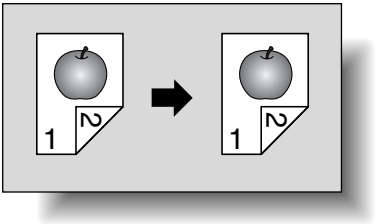
The Basic screen appears again.

3.7 Selecting a Simplex/Duplex Setting (1-Side/2-Sides Settings)

The type of original and copy can be specified.

The following four 1-Side/2-Sides settings are available.

1-Side/2-Sides Setting	Description
1 ➡ 1 	Select this setting to produce single-sided copies from single-sided original. 
1 ➡ 2 	Select this setting to produce one double-sided copy from two single-sided original. 
2 ➡ 1 	Select this setting to produce two single-sided copies from one double-sided original. 

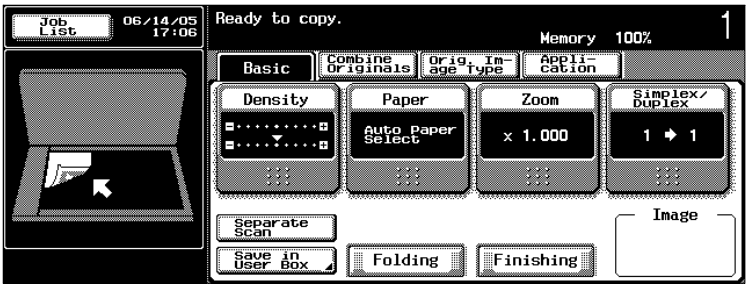
1-Side/2-Sides Setting	Description
2 ➡ 2 	Select this setting to produce double-sided copies from double-sided original. 

The following procedures describe how to select a 1-Side/2-Sides setting.

To select single-sided copies

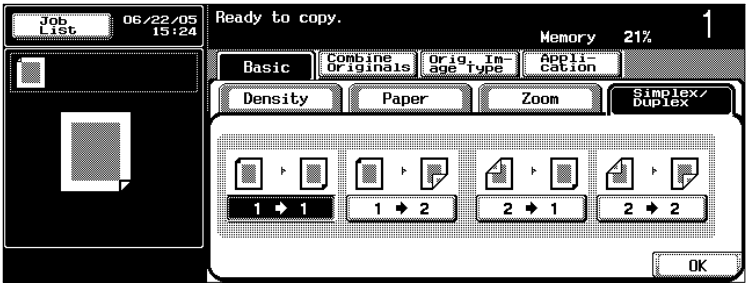
- ✔ The default setting is "1 ➡ 1".
- ✔ If "2 ➡ 1" is selected, specify the position of the binding margin and the loading orientation for the original, otherwise the copies will not be printed as desired.
 For details on specifying the position of the binding margin, refer to "Selecting the Position of the Binding Margin (Margin Settings)" on page 3-22.
 For details on specifying the original orientation, refer to "Selecting the Original Orientation (Original Direction Settings)" on page 3-20.
- ✔ For details on using the original glass to scan multiple original pages, refer to "Scanning a Multi-Page Original from the Original Glass" on page 3-13.

1 In the Basic screen, touch [Simplex/Duplex].



The Simplex/Duplex screen appears.

2 Touch [1 ➡ 1] or [2 ➡ 1].



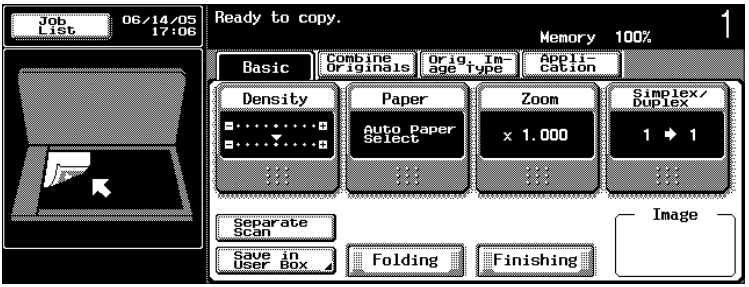
3 Touch [OK].

The Basic screen appears again.

To select double-sided copies

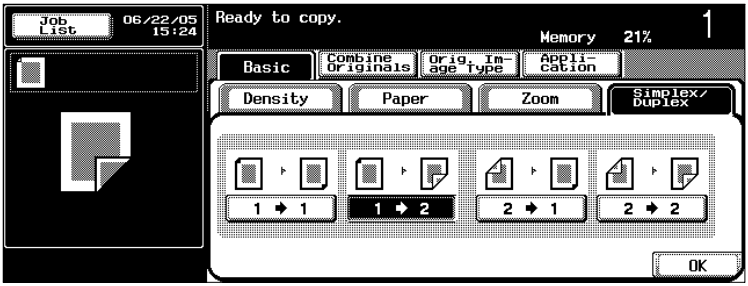
- ✔ Press the [Stop] key while an original is being scanned or a job is being printed.
- ✔ For details on using the original glass to scan multiple original pages, refer to “Scanning a Multi-Page Original from the Original Glass” on page 3-13.
- ✔ If “2 ➡ 2” is selected, specify the position of the binding margin and the loading orientation for the original, otherwise the copies will not be printed as desired.
 For details on specifying the original orientation, refer to “Selecting the Original Orientation (Original Direction Settings)” on page 3-20.
 For details on specifying the position of the binding margin, refer to “Selecting the Position of the Binding Margin (Margin Settings)” on page 3-22.
- ✔ If “1 ➡ 2” or “2 ➡ 2” is selected, specify the position of the binding margin for the paper to be printed on, otherwise the copies will not be printed as desired.
 For details on specifying the position of the binding margin for the paper to be printed on, refer to “Adding Filing Margins to Copies (“Page Margin” Function)” on page 8-54.

1 In the Basic screen, touch [Simplex/Duplex].



The Simplex/Duplex screen appears.

2 Touch [1 ➡ 2] or [2 ➡ 2].



3 Touch [OK].

The Basic screen appears again.

3.8 Selecting the Quality of the Original

Positioning Original With Small Print or Photos (Orig. Image Type Settings)

Select the setting for the text and image type of the document to better adjust the copy quality.

The Orig. Image Type settings are available.

Note
The default setting is "Text/Photo".

Icon	Description
 Text	Select this setting when copying original containing only text. The edges of copied text are reproduced with sharpness, providing an image that is easy to read.
 Text/Photo	Select this setting when copying original containing both text and images.
 Photo	Select this setting to produce better reproductions of halftone original images (photographs, etc.) that cannot be reproduced with the usual settings.
 Dot Matrix	Select this setting when copying original consisting only of text that appears faint (such as that written with a pencil). The copied text is reproduced so that it is darker, providing text that is easy to read.

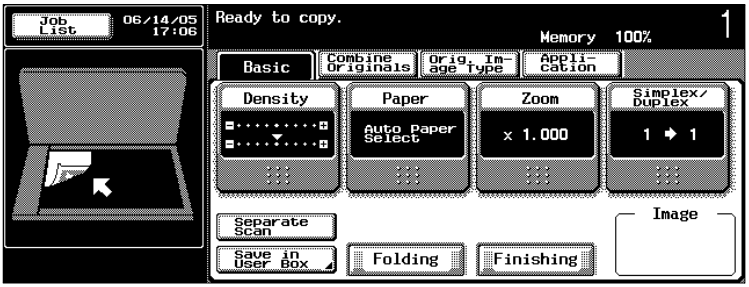
The following procedure describes how to select an Orig. Image Type setting.

To specify an Orig. Image Type setting

✔ For details on positioning the original, refer to “Positioning the Original” on page 3-7.

1 Position the original to be copied.

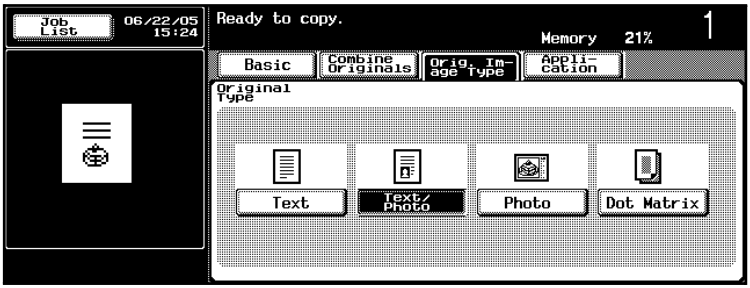
2 In the Basic screen, touch [Orig. Image Type].



The Original Image Type screen appears.

3 Touch the button for the quality setting most appropriate for the loaded original.

- For an original that contains only text, touch [Text].
- For an original that contains photos, touch [Photo].
- For an original that contains both text and photos, touch [Text/Photo].
- For an original that contains faint text, touch [Dot Matrix].



The Original Image Type screen appears again.

Detail

To cancel a setting, touch the button for a setting different from the currently selected setting.

3.9 Specifying the Density Settings

The density can be adjusted to print a copy that is darker or lighter than the current print result.

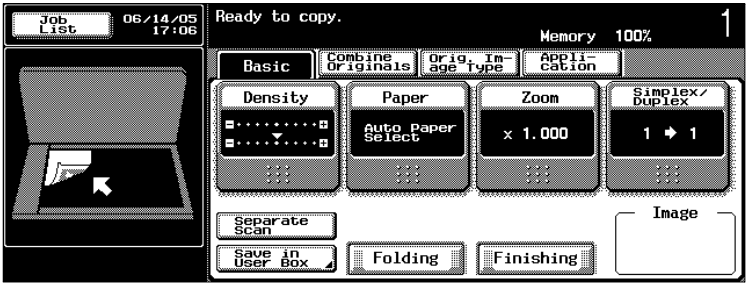
The following two density adjustments are available.

Density Settings	Description
Density	The density of the print image can be adjusted to one of nine levels. Each time [Light] or [Dark] is touched, the density is lightened or darkened by one level. Touch [Std.] to select the middle setting of the nine levels. Touch [Auto] to automatically adjust the level of the print image density according to the document being copied.
Background Removal	The density of the background color of the original can be adjusted to one of nine levels. Each time [Light] or [Dark] is touched, the background density is lightened or darkened by one level. Touch [Std.] to select the middle setting of the nine levels.

The following procedures describe how to specify the density settings.

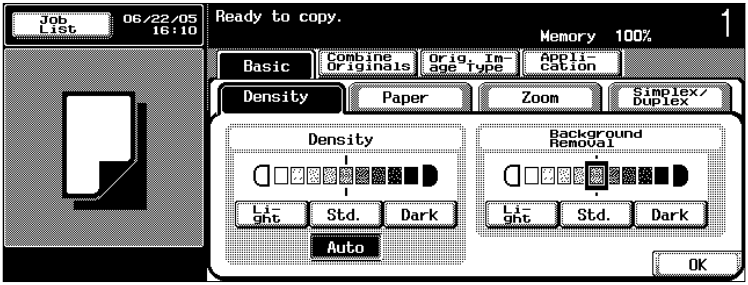
Adjusting the Print Density (Density Settings)

1 In the Basic screen, touch [Density].



The Density screen appears.

2 Select the desired Density setting.

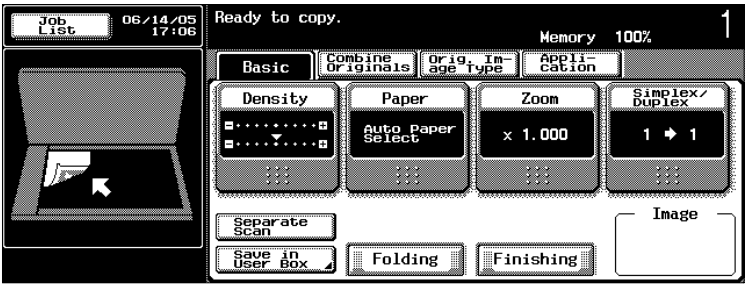


- Each time [Light] or [Dark] is touched, the density is lightened or darkened by one level.
- To select the middle of the nine levels, touch [Std.].
- Touch [Auto] to automatically adjust the level of the density according to the document being copied.

3 Touch [OK].

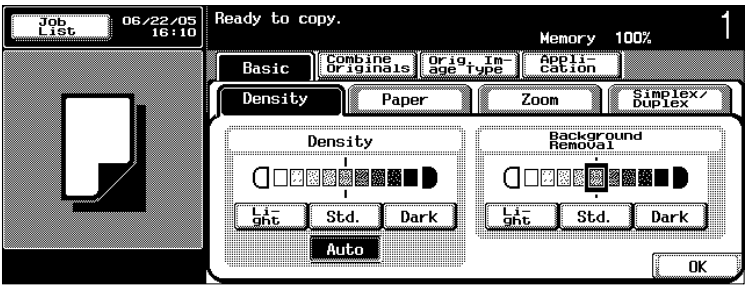
Adjusting the Background Density (Adjust Background Settings)

1 In the Basic screen, touch [Density].



The Density screen appears.

2 Select the desired background density setting.



- Each time [Light] or [Dark] is touched, the density is lightened or darkened by one level.
- To select the middle of the nine levels, touch [Std.].

3 Touch [OK].

3.10 Selecting a Combine Originals Setting

Original images of multiple pages (2, 4 or 8 pages) can be combined and printed on a single page, reducing paper use.



Detail

When a Combine Originals setting is selected, the recommended zoom ratio is selected, and the document image is copied at a reduced size.

The recommended zoom ratios for each setting are listed below.

2 in 1: ×0.707

4 in 1: ×0.500

8 in 1: ×0.353

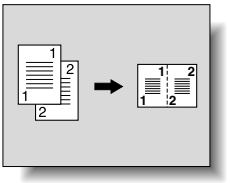
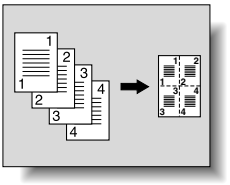
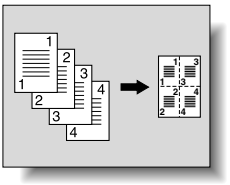
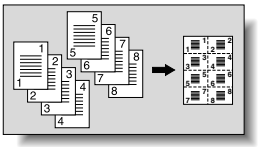
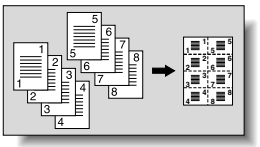


Note

The default setting is the recommended zoom ratio.

As the default setting, the Combine Originals settings cannot be used together with the "×1.0", Enlarge, Reduce, or XY Zoom (Zoom with Constant X and Y Ratio and Independent Zoom) settings. To use the settings together, set the "Auto Zoom for Combine/Booklet" parameter in Utility mode to "OFF". For details, refer to "Copier Setting" on page 12-21.

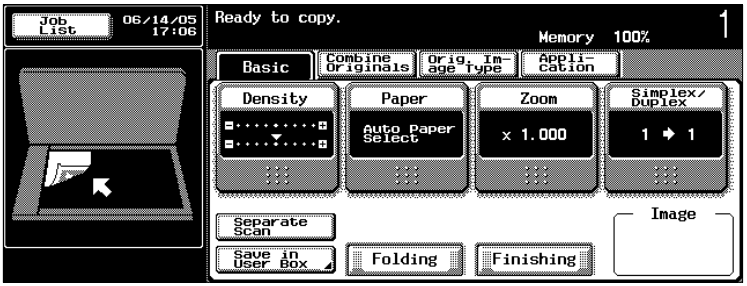
The following three Combine Originals settings are available.

Combine Originals Setting	Description
2 in 1	Select this setting to print two original pages on one page. 
4 in 1	Select this setting to print four original pages on one page. The page arrangement (Numbering Direction settings) can be specified. <Horizontal>  <Vertical> 
8 in 1	Select this setting to print eight original pages on one page. The page arrangement (Numbering Direction settings) can be specified. <Horizontal>  <Vertical> 

The following procedure describes how to select a Combine Originals setting.

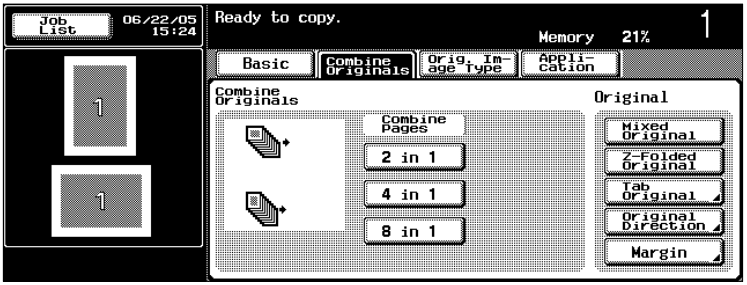
Copying Multiple Original Pages Onto a Single Page (Combine Originals)

1 In the Basic screen, touch [Combine Originals].

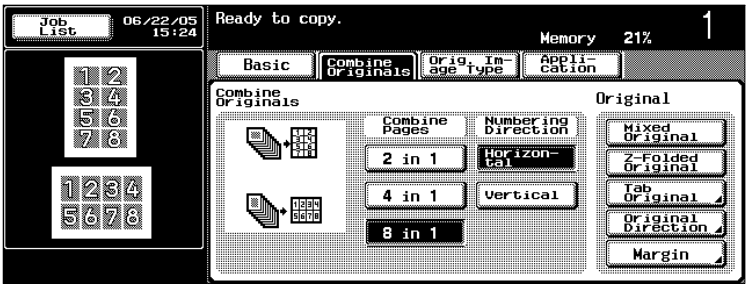


The Combine Originals screen appears.

2 Select the desired combination of pages.



- Select the page arrangement according to the orientation and number of pages.
- If “4 in 1” or “8 in 1” was selected, the page arrangement for “Vertical” and “Horizontal” can be viewed in the sub display area.
- If “4 in 1” or “8 in 1” was selected, touch [Horizontal] or [Vertical] to specify the page arrangement.



- To cancel the setting, touch the button again to deselect it.

3.11 Selecting Finishing Settings

Various settings are available for sorting and finishing copies when they are fed into the copy exit tray.

The Staple settings are available only if optional finisher FS-504 or FS-602 is installed.
The Punch settings are available only if Punch kit PK-505 or if Z-folding unit ZU-602 is installed on optional finisher FS-504 or FS-602.



Note
As the default setting, "Group" is selected.



Detail
If no finisher is installed and the following conditions are met, printed copies can be fed out and sorted in an alternating crisscross pattern.

8-1/2 × 11 or 5-1/2 × 8-1/2 size paper is used.

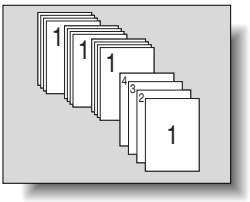
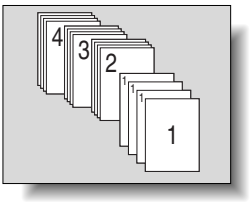
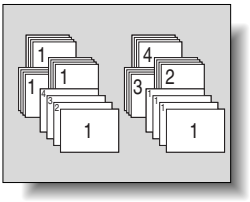
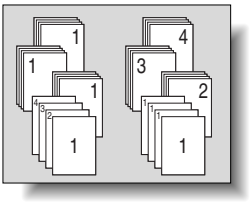
Paper of the same size and type is loaded with the ▭ orientation in one paper tray and with the ▯ orientation in another tray.

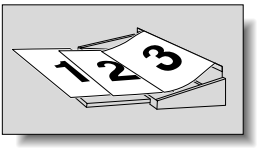
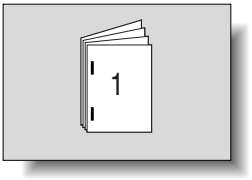
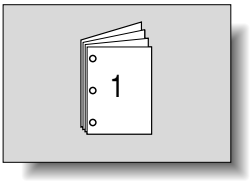
The "Auto Paper Select" setting is selected.

The "Auto Paper Select" setting is not selected when the "Mixed Original" setting is selected.

If the orientation of the positioned original is different from the orientation of the paper in the paper tray, specify the position of the binding margin of the original if hole punching or stapling are to be performed.
For details on specifying the position of the binding margin for the original, refer to "Selecting the Position of the Binding Margin (Margin Settings)" on page 3-22.

The following Finishing Settings are available.

Finishing Setting	Description
Sort	Select this setting to separate each set of a multi-page original (collated).(Refer to page 3-56) 
Group	Select this setting to separate the copies of each page in a multi-page original (uncollated).(Refer to page 3-57) 
Offset	<If no finisher is installed> Copies are sorted in a crisscross pattern. If the offset conditions are met, printed copies are fed out alternating between a vertical and horizontal orientation in order to separate them.(Refer to page 3-53,p. 3-57) 
	<If a finisher is installed> The copies are fed out and stacked on top of each other with each set shifted to separate it.(Refer to page 3-53,p. 3-57) 

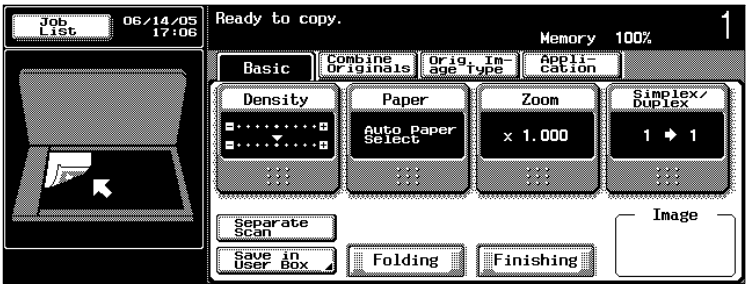
Finishing Setting	Description
Face Up	Select this setting to feed out copies with the front side facing up.(Refer to page 3-58) 
Staple	Select one of these settings to bind the copies with a staple in the corner or with two staples.(Refer to page 3-59) 
Punch	Select this setting to punch holes (2 or 3 holes) in the copies for filing them.(Refer to page 3-63) 

The following procedures describe how to select Finishing settings.

Separating Copies by Sets ("Sort" Setting)

- ✔ As the default setting, "Group" is selected.
- ✔ If "Offset" is selected while no finisher is installed, crisscross sorting will be performed.
 Printed copies will be fed out and sorted in an alternating crisscross pattern if the following conditions are met.
 - 8-1/2 × 11 or 5-1/2 × 8-1/2 size paper is used.
 - Paper of the same size and type is loaded with the ▭ orientation in one paper tray and with the ▯ orientation in another tray.
 - The "Auto Paper Select" setting is selected.
 - The "Auto Paper Select" setting is not selected when the "Mixed Original" setting is selected.
- ✔ If "Offset" is selected while a finisher is installed, printed copies are fed out and stacked on top of each other with each set shifted to separate it.

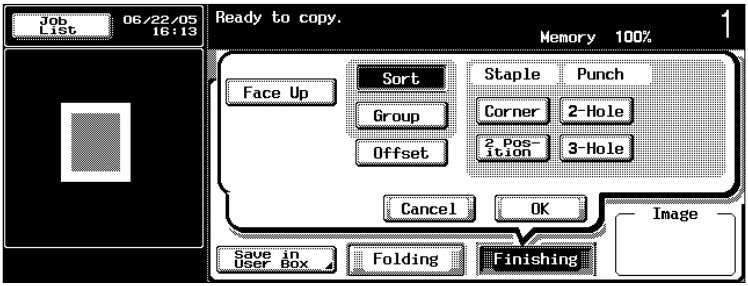
1 In the Basic screen, touch [Finishing].



The Finishing screen appears.

2 Touch [Sort].

– To separate each set of copies, touch [Offset]. To cancel the setting, touch [Offset] again to deselect it.



3 Touch [OK].

The Basic screen appears again.

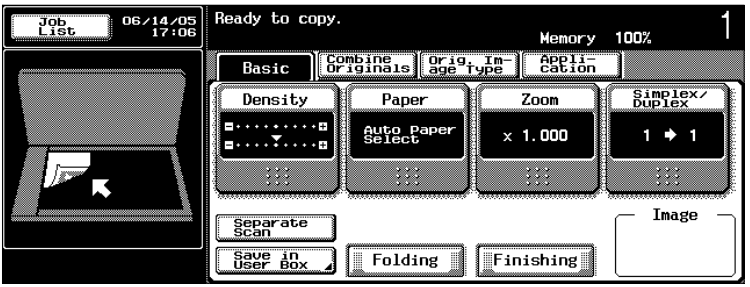
Separating Copies by Pages (“Group” Setting)

✔ As the default “Group” is selected.

✔ If “Offset” is selected while no finisher is installed, crisscross sorting will be performed.Printed copies will be fed out and sorted in an alternating crisscross pattern if the following conditions are met.
- 8-1/2 × 11 or 5-1/2 × 8-1/2 size paper is used.
- Paper of the same size and type is loaded with the ▭ orientation in one paper tray and with the ▯ orientation in another tray.
- The “Auto Paper Select” setting is selected.
- The “Auto Paper Select” setting is not selected when the “Mixed Original” setting is selected.

✔ If “Offset” is selected while a finisher is installed, printed copies are fed out and stacked on top of each other with each set shifted to separate it.

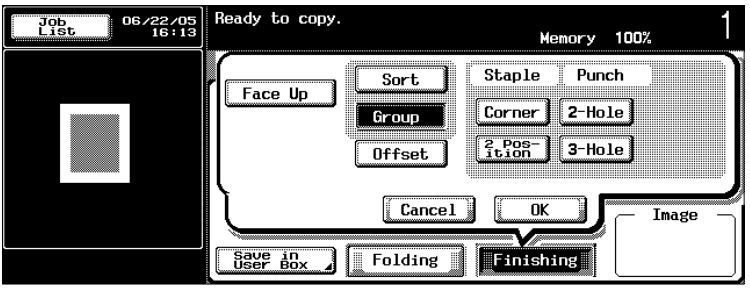
1 In the Basic screen, touch [Finishing].



The Finishing screen appears.

2 Touch [Group].

– To separate each set of pages, touch [Offset]. To cancel the “Offset” setting, touch [Offset] again to deselect it.



3 Touch [OK].

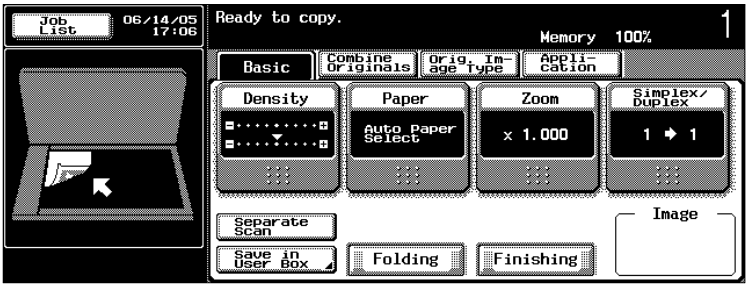
The Basic screen appears again.

Feeding Out Copies Face Up ("Face Up" Setting)

Copies can be fed out so that the front side faces up.

✔ Either "Sort" or "Group" can be selected.

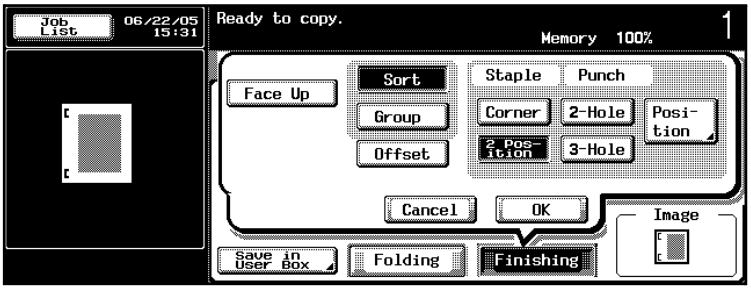
1 In the Basic screen, touch [Finishing].



The Finishing screen appears.

2 Touch [Face Up].

- As the default setting, "Face Up" is not selected. Finished copies are fed out face down.Printed copies are fed out face down.
- To cancel the setting, touch [Face Up] again to deselect it.
- To cancel changes to the settings, touch [Cancel].



3 Touch [OK].

The Basic screen appears again.

Stapling Copies (Staple Settings)

Detail

4 to 12-1/4in. (width) × 7-3/4 to 18in. (length)

In order for the copies to be stapled, all of the following conditions must be met.

There are four Foolscap sizes: 8-1/4" × 13" ▭, 8-1/8" × 13-1/4" ▭, 8-1/2" × 13" ▭ and 8" × 13" ▭. Any one of these sizes can be selected. For details, contact the service representative.

If the "Mixed Original" setting is selected, all copies must have the same paper width.

If a Staple setting is selected, the "Sort" setting is automatically selected.

A Staple setting cannot be used together with the "Offset" setting.

If a Staple setting is to be selected, select the orientation in which the original is positioned and the orientation of the page to be stapled, otherwise the copies may not be stapled as desired.

For details on specifying the original orientation, refer to "Selecting the Original Orientation (Original Direction Settings)" on page 3-20.

When Finisher FS-602 is installed

Paper Weight	Paper Size	Loading Capacity With a Staple Setting
16lb to 21-1/4 lb	11 × 17▭, 8-1/2 × 14▭, 8-1/2 × 11▭/▯, Exective▭/▯, 5-1/2 × 8-1/2▭/▯, Foolscap▭	1,000 sheets

	Number of Bound Pages	Maximum Number of Sets
Other than 11 × 17▭	2 to 9 sheets	100 sets
	10 to 20 sheets	50 sets
	21 to 30 sheets	30 sets
	31 to 40 sheets	25 sets
	41 to 50 sheets	20 sets

	Number of Bound Pages	Maximum Number of Sets
11 × 17◪	2 to 9 sheets	50 sets
	10 to 20 sheets	50 sets
	21 to 30 sheets	30 sets
	31 to 40 sheets	25 sets
	41 to 50 sheets	20 sets

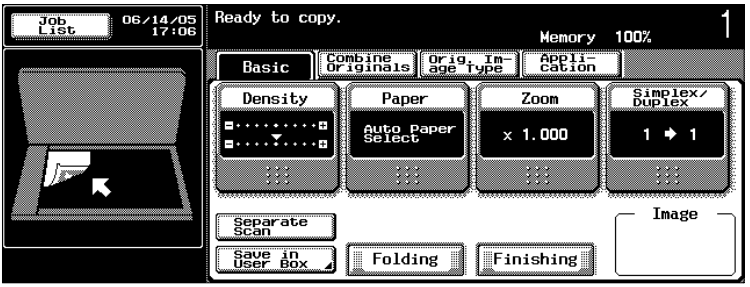
When Finisher FS-504 is installed

Paper Weight	Paper Size	Loading Capacity With a Staple Setting
16lb to 21-1/4 lb	11 × 17◪, 8-1/2 × 14◪, 8-1/2 × 11◪/▯, Executive◪/▯, 5-1/2 × 8-1/2◪/▯, Foolscap◪ Original of mixed sizes cannot be stapled if all printed pages do not have the same width. If a cover sheet (front or back) is added with the "Cover Mode" function, the cover sheet (53-1/4 lb) can be stapled.	1,000 sheets

Number of Bound Pages		Maximum Number of Sets FS-504
Other than 11 × 17◪	2 to 9 sheets	150 sets
	10 to 20 sheets	50 sets
	21 to 30 sheets	30 sets
	31 to 40 sheets	25 sets
	41 to 50 sheets	20 sets
	51 to 60 sheets	—
	61 to 100 sheets	—
11 × 17◪	2 to 9 sheets	50 sets
	10 to 20 sheets	50 sets
	21 to 30 sheets	30 sets
	31 to 40 sheets	25 sets
	41 to 50 sheets	20 sets
	51 to 60 sheets	—
	61 to 100 sheets	—

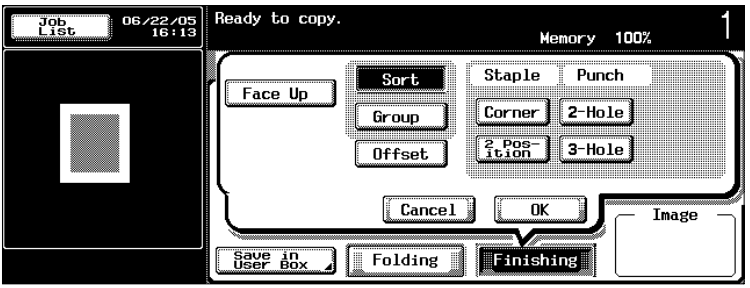
To bind copies with staples

1 In the Basic screen, touch [Finishing].



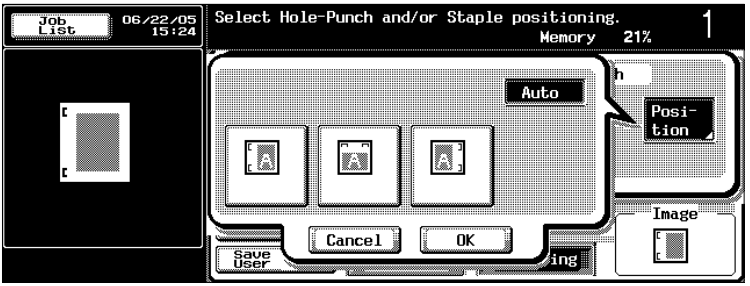
The Finishing screen appears.

2 Under “Staple”, touch either [Corner] or [2 Position].



– To cancel the Staple settings, touch [Corner] or [2 Position] again to deselect it.
– To cancel changes to the settings, touch [Cancel].

3 Touch [Position], and then touch the button for the desired position.



– To cancel changes to the settings, touch [Cancel].

– Touch [Auto] to automatically determine the stapling position according to the orientation of the loaded original. If the original length(X) is 11-11/16 in. or less, the long side of the paper is stapled. If the original length(X) is more than 11-11/16 in. , the short side of the paper is stapled.

4 Touch [OK] twice.

The Basic screen appears again.

Punching Holes in Copies (Punch Settings)

Detail

In order for holes to be punched in the copies, all of the following conditions must be met.

The paper width must be between 5-13/16 in. and 12-3/8 in.

The paper length must be between 8-1/4 in. and 16-9/16 in.

If a Punch setting is to be selected, select the orientation in which the document is positioned. If an Original Direction setting is not selected, holes may not be punched in the copies as desired.

For details on specifying the document orientation, refer to "Selecting the Original Orientation (Original Direction Settings)" on page 3-20.

If a Punch setting is selected, specify the position of the binding margin and the loading orientation for the original, otherwise the holes will not be punched as desired.

For details on specifying the loading orientation for the original, refer to "Selecting the Original Orientation (Original Direction Settings)" on page 3-20. For details on specifying the position of the binding margin for the original, refer to "Selecting the Position of the Binding Margin (Margin Settings)" on page 3-22.

Note

The number of punched holes differs depending on the country (region) where the unit is installed. For details, consult your technical representative.

The number of holes that can be punched differs depending on the type of punch kit installed.If different hole punch settings are available, select the setting for the desired use.

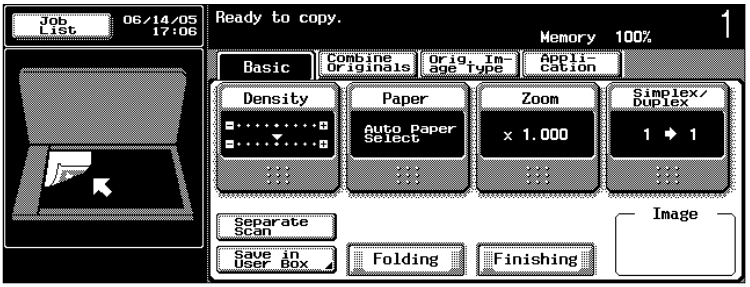
The procedure for selecting two punched holes is described below.

When Finisher FS-504/FS-602 and Punch Kit PK-505 are installed is installed

Paper Weight	Paper Size
13-1/4lb to 34lb	11 × 17□, 8-1/2 × 14□, 8-1/2 × 11□/▯, 5-1/2 × 8-1/2□/▯, Exective□/▯, Foolscap □

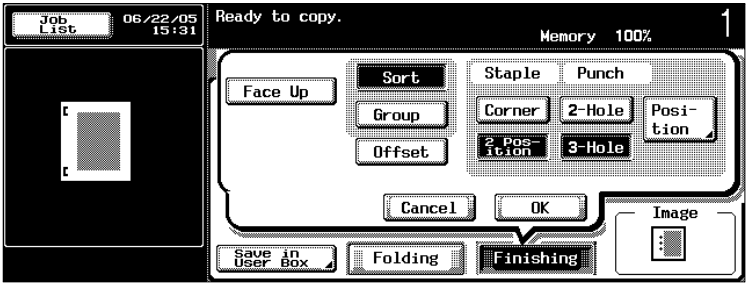
To punch holes in copies

1 In the Basic screen, touch [Finishing].



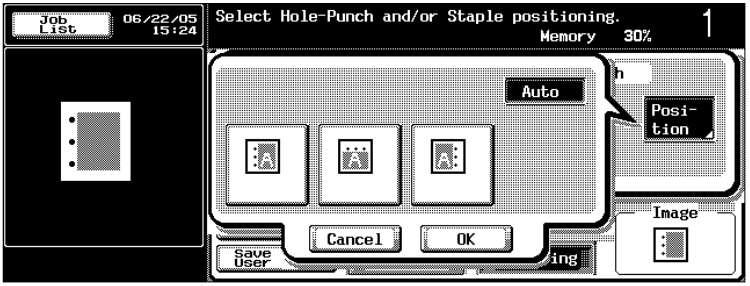
The Finishing screen appears.

2 Touch [2-Hole] or [3-Hole].



- To separate each set of pages and punch them, touch [Offset]. To cancel the setting, touch [Offset] again to deselect it.
- To cancel the Punch setting, touch [2-Hole] or [3-Hole] again to deselect it.
- To cancel changes to the settings, touch [Cancel].

3 Touch [Position], and then touch the button for the desired position.



– Touch [Auto] to automatically determine the position of the punched holes according to the orientation of the positioned original. If the original length is 11-11/16 in. or less, the holes are punched along the long side of the paper. If the original length is more than 11-11/16 in. , the holes are punched along the short side of the paper.
– To cancel changes to the punched hole position, touch [Cancel].

4 Touch [OK] twice.

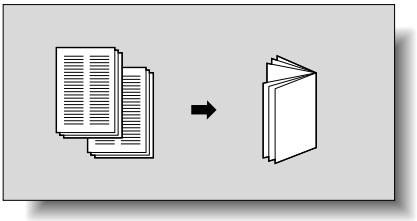
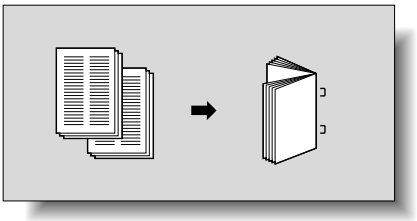
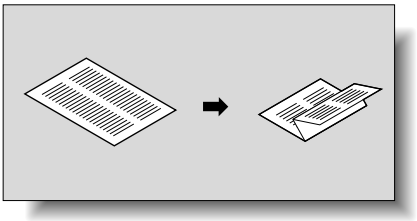
The Basic screen appears again.

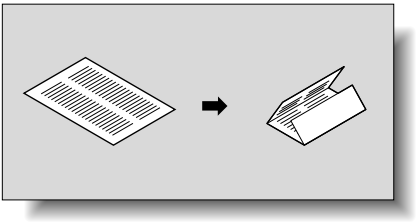
3.12 Specifying Folding Settings

If options are installed, copies can be folded before being fed out. The following Folding settings are available. The available settings differ depending on the options that are installed.

Copies can be folded in half or in three or bound at the center only if finisher FS-602 is installed.

Copies can be Z-folded only if Z-folding unit ZU-602 is installed on optional finisher FS-504 or FS-602.

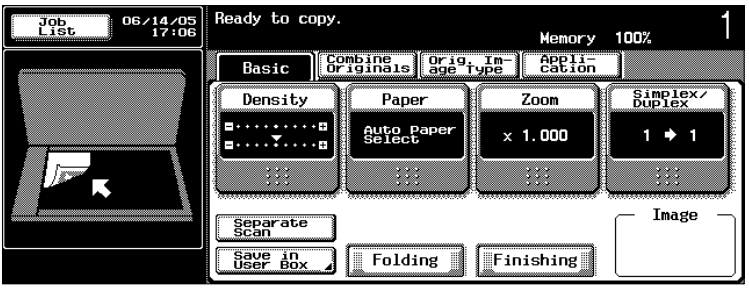
Setting	Description	Compatible Models
Half Fold	Select this setting to fold copies in half before feeding them out. 	FS-602
Fold & Staple	Select this setting to staple copies at two places along the center, and then fold the copies in half before feeding them out. 	FS-602
Z-Fold	Select this setting to fold copies at the center, and then fold them in half again before feeding them out. (Z-folding unit ZU-602 must be installed.) 	FS-504 FS-602

Setting	Description	Compatible Models
Tri-Fold	Select this setting to fold copies in three before feeding them out. 	FS-602

To fold copies at the center (“Half Fold”)

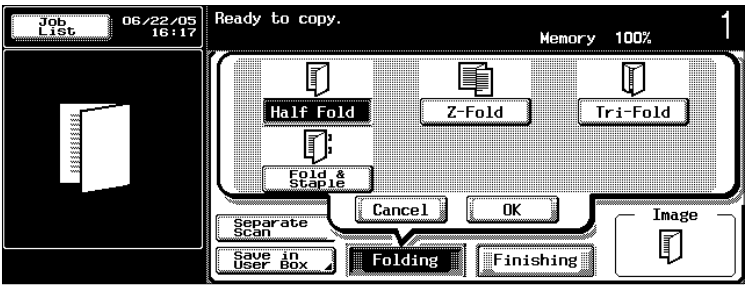
✔ As the default setting, the “Booklet” function is automatically specified when “Half Fold” is selected.

1 In the Basic screen, touch [Folding].



The Folding screen appears.

2 Touch [Half Fold].



– To cancel changes to the settings, touch [Cancel].
– To cancel the “Half Fold” setting, touch the button for a different setting.

3 Touch [OK].

The Basic screen appears again.

When finisher FS-602 is installed

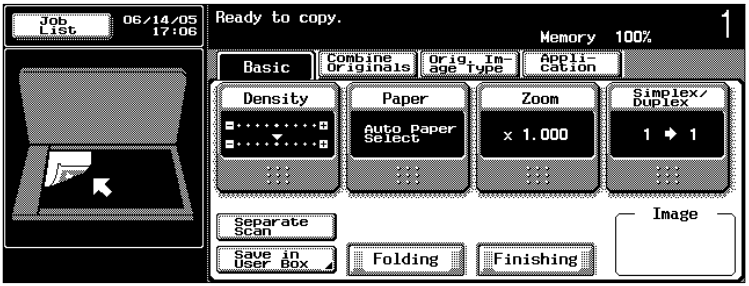
Paper Weight	Paper Size	Maximum Number of Folded Sheets
16lb to 21-1/4lb	11 × 17□, 8-1/2 × 14□, 8-1/2 × 11□ Maximum 12-1/4in. (width) × 18-1/16in. (length)	3 sheets
21-1/4lb to 28lb		1 sheet

Number of Folded Sheets	Maximum Number of Sets
3 sheets (other than 8-1/2 × 14□)	33 sets
3 sheets (8-1/2 × 14□)	25 sets

To bind copies at the center ("Fold & Staple")

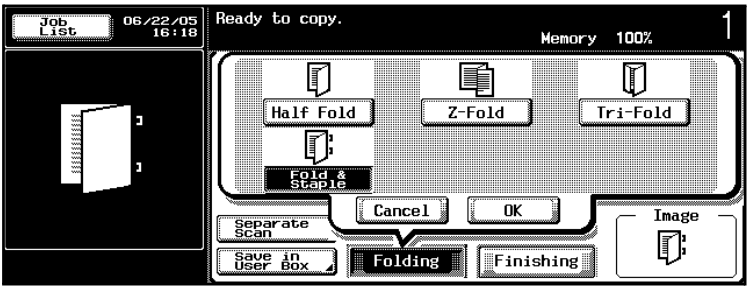
- ✔ If a cover sheet is added with the "Cover Mode" function, the cover sheet (53-1/4 lb) can be stapled.
- ✔ When the "Fold & Staple" setting is selected, the following default settings are automatically selected.
 "1 ◘ 2", "Left" Page Margin setting, "Left Bind", "Booklet"
 Recommended zoom ratio when a Booklet setting is selected (×0.647)
- ✔ When the "Fold & Staple" setting is selected, the "Group", "Offset", "Face Up", Staple and Punch settings are not available.

1 In the Basic screen, touch [Folding].



The Folding screen appears.

2 Touch [Fold & Staple].



– To cancel changes to the settings, touch [Cancel].
– To cancel the "Fold & Staple" setting, touch the button for a different setting.

3 Touch [OK].

The Basic screen appears again.

When Finisher FS-602 is installed

Paper Weight	Paper Size	Maximum Number of Bound Pages
16lb to 28lb	11 × 17 ▭, 8-1/2 × 14 ▭, 8-1/2 × 11 ▭ Maximum 12-1/4in. (width) × 18in. (length)	2 sheets to 20 sheets*

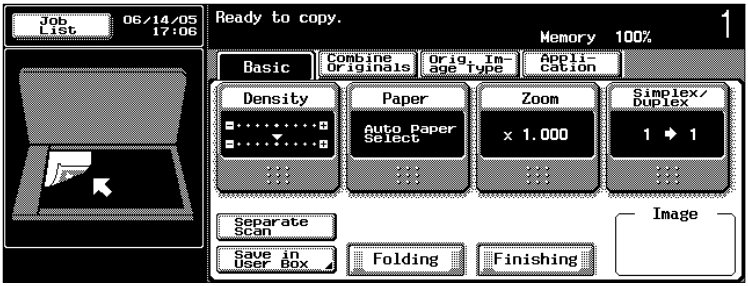
Number of Bound Pages	Maximum Number of Sets
2 sheets to 5 sheets	20 sets

* The number of sheets that can be bound together differs depending on the paper weight.
21-1/4lb paper: 20 sheets
28lb paper: 16 sheets

To fold copies fanned ("Z-Fold")

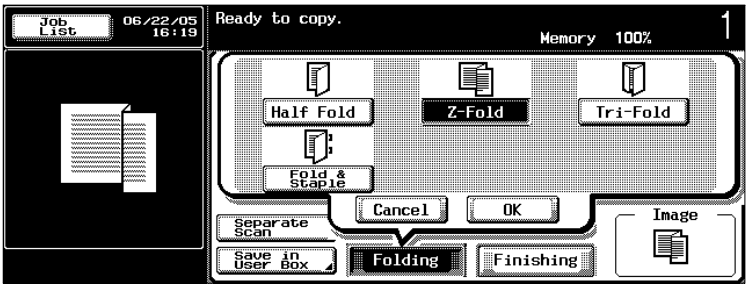
✔ When the "Z-Fold" setting is selected, the "Group" and "Face Up" settings are not available.

1 In the Basic screen, touch [Folding].



The Folding screen appears.

2 Touch [Z-Fold].



– To cancel changes to the settings, touch [Cancel].
– To cancel the "Z-Fold" setting, touch the button for a different setting.

3 Touch [OK].

The Basic screen appears again.

When finisher FS-504/ FS-602 and Z-folding unit ZU-602 are installed

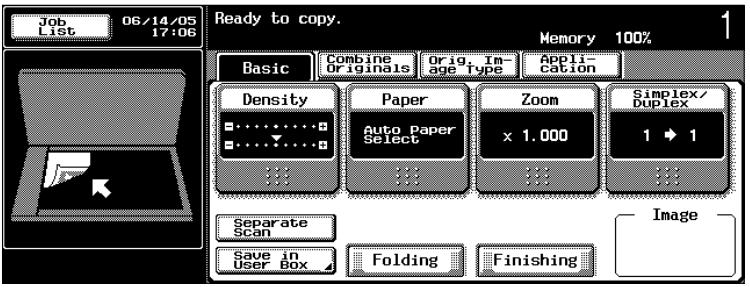
Paper Weight	Paper Size	Number of Folded Sheets
16lb to 24lb	11 × 17 ◪, 8-1/2 × 14 ◪	1 sheet

Number of Folded Sheets	Maximum Number of Sets
1 sheet	30 sets

To fold copies in three ("Tri-Fold")

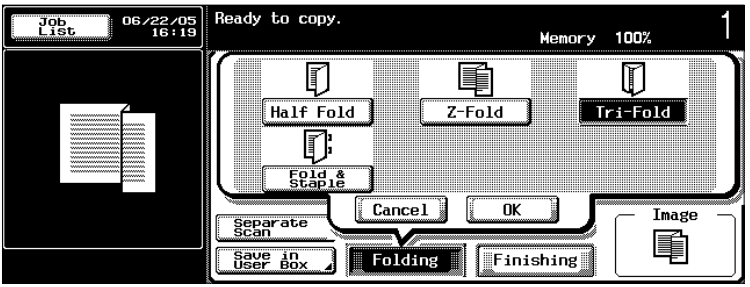
✔ When the "Tri-Fold" setting is selected, the "Group", "Offset", "Face Up", Staple and Punch settings are not available.

1 In the Basic screen, touch [Folding].



The Folding screen appears.

2 Touch [Tri-Fold].



– To cancel changes to the settings, touch [Cancel].
– To cancel the “Z-Fold” setting, touch the button for a different setting.

3 Touch [OK].

The Basic screen appears again.

When finisher FS-602 and Z-folding unit ZU-602 are installed

Paper Weight	Paper Size	Number of Folded Sheets
16lb to 21-1/4lb	8-1/2 × 11◪	3 sheets
21-1/4 to 28lb		1 sheet

Number of Folded Sheets	Maximum Number of Sets
1 sheet	50 sets

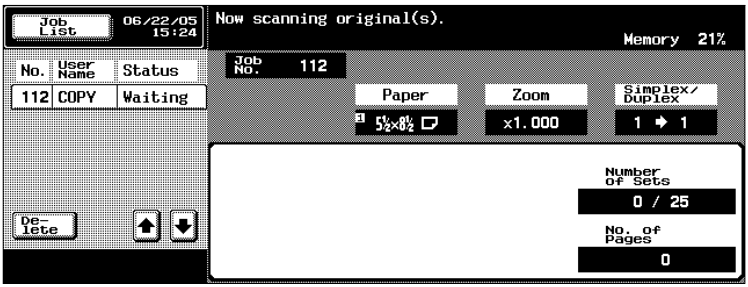
3.13 Scanning the Next Original To Be Copied While a Copy Job Is Being Printed (Next Job Reservation)

The settings for the next copy job can be specified and the document can be scanned while a copy operation is being performed so that it can be printed once the current copy operation is finished.

To reserve a copy job

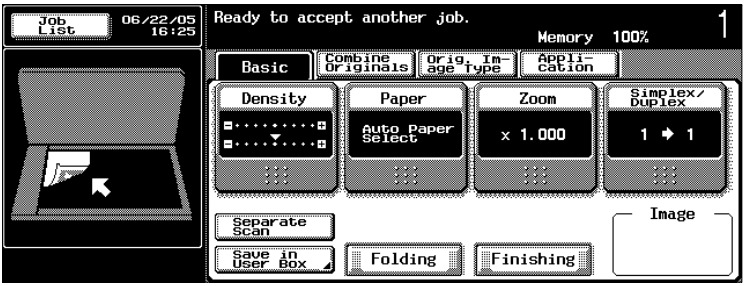
- ✔ Up to 51 copy jobs, including the current copy job, can be reserved.
- ✔ A copy job can be reserved after scanning of the positioned original is finished. A copy job cannot be reserved while an original is being scanned.
- ✔ If Utility Setting parameter “Copy Operating Screen” is set to “ON”, [Program Next Job] appears. Touch [Program Next Job], and then specify the copy settings for the next copy job.
 For details on specifying the “Copy Operating Screen” parameter, refer to “Display Setting” on page 12-19.
- ✔ For details on positioning the original, refer to “Positioning the Original” on page 3-7.
- ✔ To cancel a reserved copy job, display the Basic screen for the reserved copy job, and then press the [Stop] key. For details, refer to “Performing Operations on Jobs” on page 11-6.

1 Press the [Start] key to begin scanning and outputting the current copy job.



The Basic screen for reserving a copy job appears.

2 When the message “Ready to accept another job.” appears, copy settings can be specified for the next copy job.



3 Press the [Start] key.

4 After the current copy job is finished, the next copy job begins.

– When the current copy job is finished, the copy settings for the next copy job are automatically displayed and the copy operation begins.

3.14 Stopping Scanning/Printing

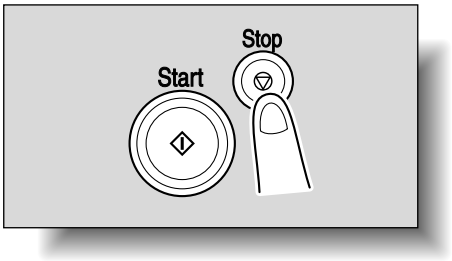
The following procedure describes how to stop scanning the original and stop the printing operation.

To stop scanning/printing

✔ If an original is being scanned for a job, pressing [Stop] key stops scanning.

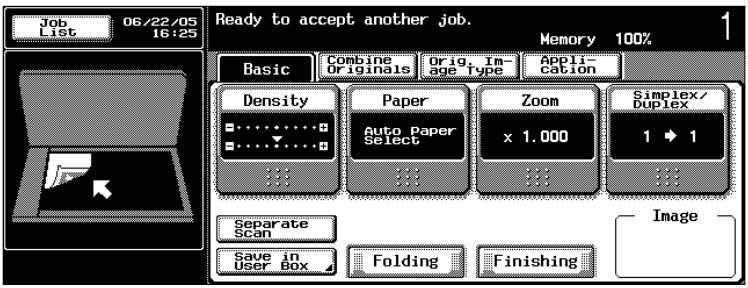
✔ For details on deleting a stopped job, refer to “Deleting a Stopped Job” on page 3-75.

1 Press the [Stop] key while a document is being scanned or a job is being printed.



Scanning/printing stops.

The Stopped Jobs screen appears.



2 To resume all stopped jobs, press the [Start] key.

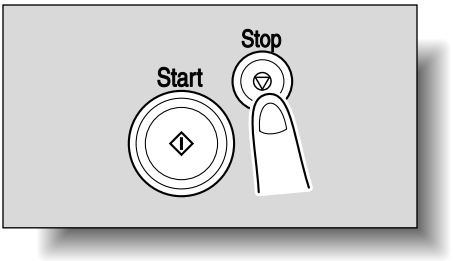
3.15 Deleting a Stopped Job

The following procedure describes how to delete a stopped job.

To delete a stopped job

- ✔ For details on stopping a job being printed, refer to “Stopping Scanning/ Printing” on page 3-74.
- ✔ Select only one job at a time to be deleted.
- ✔ To continue the stopped job, press the [Start] key.

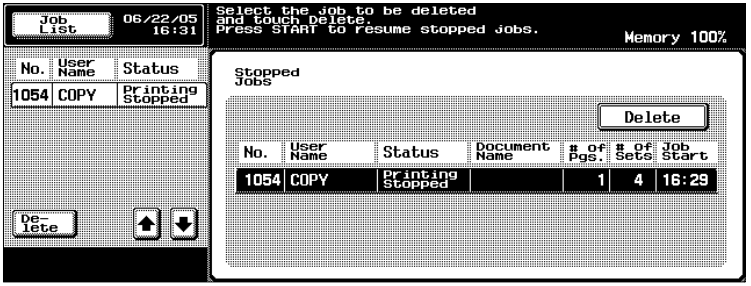
1 Press the [Stop] key while an original is being scanned or a job is being printed.



Scanning/printing stops.

The Stopped Jobs screen appears.

2 Select the job to be deleted, and then touch [Delete].



The selected job is deleted.

4 Additional Copy Operations

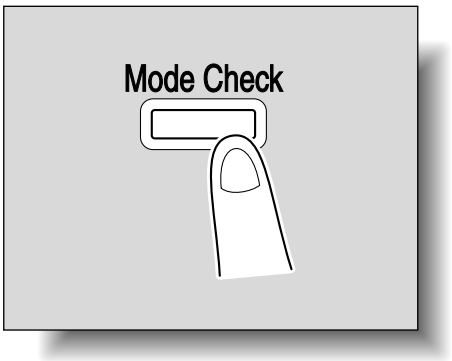
4 Additional Copy Operations

4.1 Checking the Copy Settings (Mode Check)

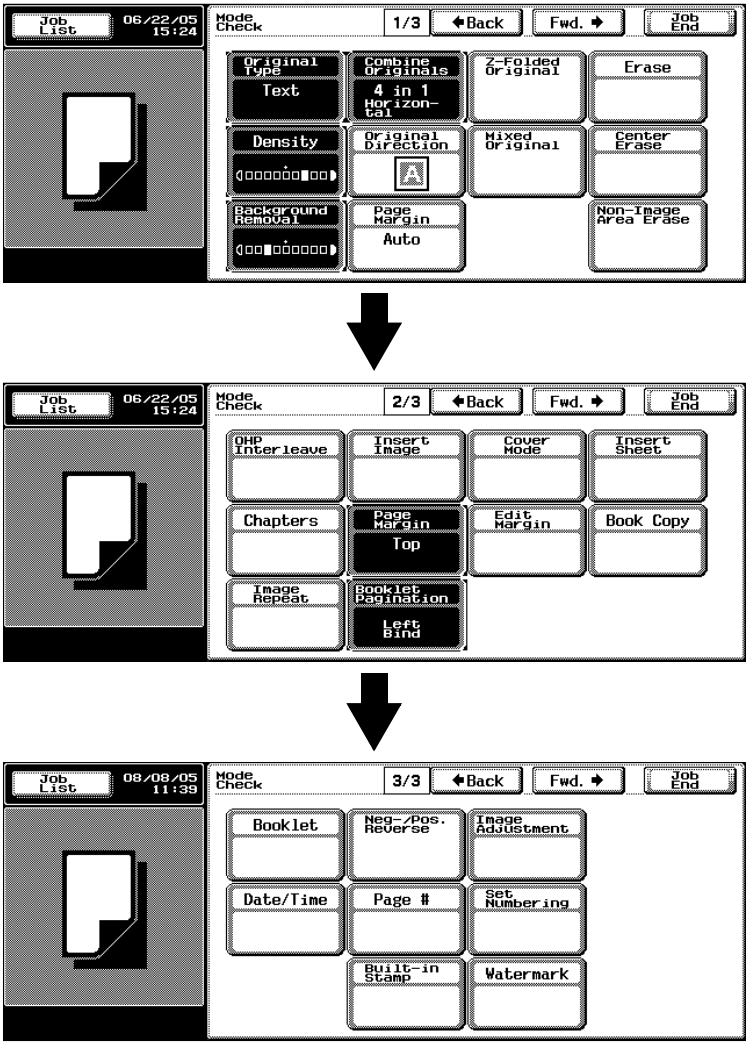
From the Mode Check screens, the current copy settings can be checked and changed if desired.

To check the settings

1 Press the [Mode Check] key.



The Mode Check screen appears.



2 After checking the settings, touch [Job End] or press the [Mode Check] key.

The Basic screen appears again.

Detail

There are three Mode Check screens.The number of the currently displayed screen appears to the right of the screen title.

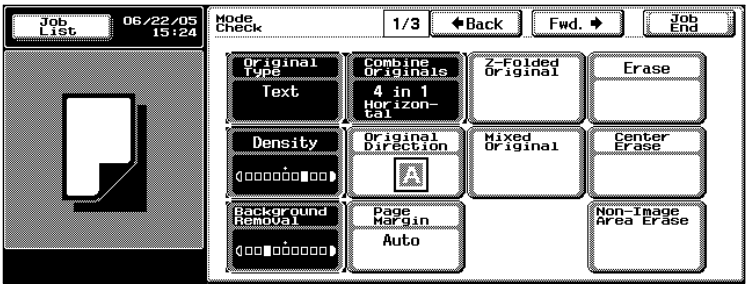
To display the previous screen, touch [←Back]. To display the next screen, touch [Fwd.→].

The buttons for functions where the setting has been changed from the default appear selected.

To change the settings

1 Press the [Mode Check] key.

2 Touch [←Back] or [Fwd.→] until the button for the function to be changed is displayed.



3 Touch the button for the setting that you wish to change.

The screen for specifying the setting appears.

4 Follow the appropriate procedure to change the setting.

4.2 Printing a Proof Copy To Be Checked (Proof Copy)

Before printing a large number of copies, a single proof copy can first be printed to be checked. This prevents copy errors from occurring.

Detail

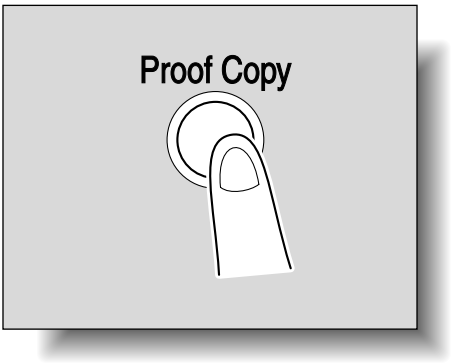
A proof copy can be printed when a multiple number of copies of an original consisting of 2 or more pages are being printed.

To make test prints

1 Position the original to be copied. (Refer to page 3-7 for details.)

2 Select the desired copy settings.

3 Press the [Proof Copy] key.
A single proof copy is printed.



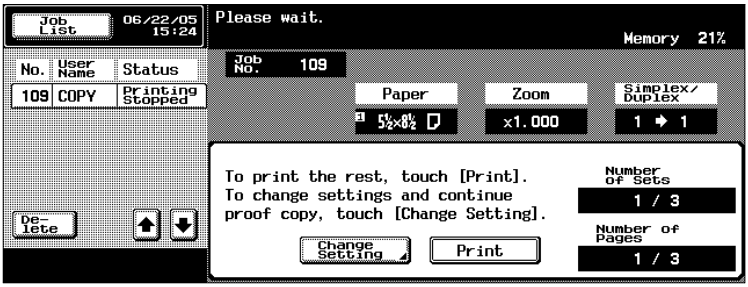
4 Check the sample copy.

- If the sample copy was printed as desired, skip to step 7.
- To change the copy settings, continue with step 5.

5 Touch [Change Setting] in the screen that appeared when the sample copy is printed.

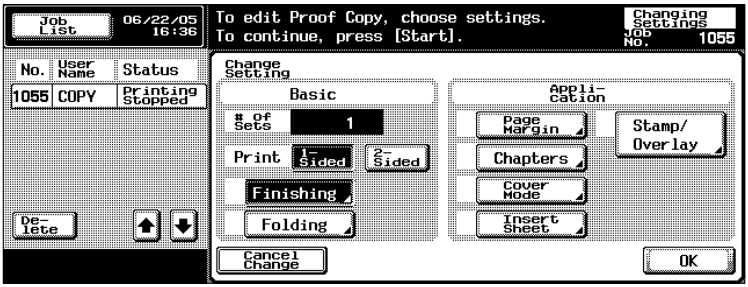
- Before printing a large number of copies, a single proof copy can first be printed so that it can be checked. This prevents copy errors from occurring.

– The number under “Number of Sets” in the screen that appeared when a sample copy is printed indicates the number of copies that are sample copies/total number of copies specified.



The Change Setting screen appears.

6 In the Change Job Setting screen, change the copy settings as desired, and then touch [OK].



– To change a value, press the [C] (clear) key, and then use the keypad to type in the new value.

? Can the copy settings be changed?

➔ The following copy settings can be specified after a sample copy is printed.
of Sets, 1-Sided/2-Sided, Finishing, Folding, Page Margin, Stamp/Overlay, Cover Mode, Insert Sheet, Chapters

? How are changes to the copy settings canceled?

➔ Touch [Cancel].

? Why is the button for the setting that I wish to change not displayed?
The copy setting cannot be changed.

➔ If the copy settings cannot be changed, stop printing the proof copy. Then, press the [Reset] key to cancel the copy settings, and then specify the desired settings.

7 Press the [Proof Copy] key to print another sample copy.

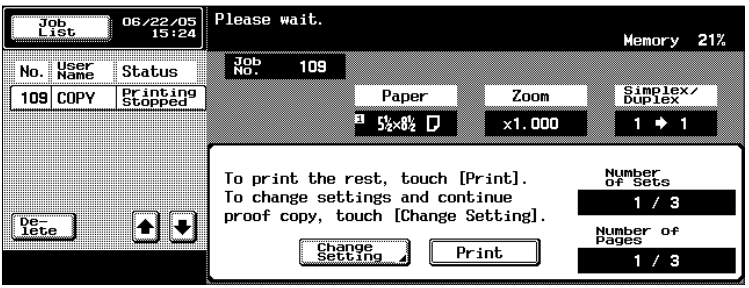
– If copying stops while the proof copy screen or the Change Setting screen is displayed after the proof copy was printed, press the [Reset] key.
Otherwise, from the list of jobs on the left side of the touch panel, select the proof copy job that stopped, and then touch [Delete]. In the screen that appears, requesting confirmation to delete the copy program, touch [Yes].
– Whether an image or list appears in the sub display area can be selected by using the “Sub Screen Display ON/OFF” parameter in Utility mode. (For details, refer to page 12-19.)



– If an automatic panel reset operation is performed while the proof copy for a job is being checked, that job is stored in the memory.
– To stop the proof copy while scanning or printing, perform the operation described in “Stopping Scanning/Printing” on page 3-74.
– If multiple copies have been specified, another sample copy can be printed.

8 Touch [Print].

– The remaining copies begin to be printed.



4.3 Interrupting a Copy Job (Interrupt Mode)

The current jobs can be temporarily interrupted so an original can be copied with different copy settings.

This is convenient for quickly making a copy.

Detail

For details on making a copy after printing of the current job is finished, refer to "To increase priority for printing" on page 11-18.

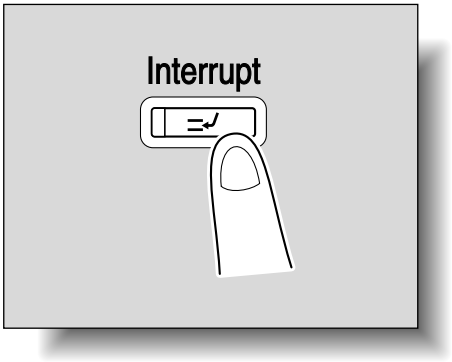
To interrupt a copy job

1 Position the original to be copied. (For details, refer to page 3-7.)

2 Press the [Interrupt] key.

– If a job is being printed, the message "Job is stopping." appears.

The indicator on the [Interrupt] key lights up in green and printing of the current job stops.



? What settings are selected when the [Interrupt] key is pressed?

➔ When the [Interrupt] key is pressed, all functions and settings are reset to their defaults except the number of the copies.

? Why is the [Interrupt] key not available?

➔ The [Interrupt] key cannot be pressed while an original is being scanned.

3 Select the desired copy settings.

4 Press the [Start] key.

Printing begins for the job that was interrupted.

5 After the interrupting job is finished printing, press the [Interrupt] key.

The indicator on the [Interrupt] key goes off, and Interrupt mode is canceled.
The settings return to those specified before printing was interrupted.

Note
If the interrupting job is cancelled, printing for the interrupted job automatically restarts.

4.4 Registering Copy Programs (Mode Memory)

Up to 30 copy programs can be registered.

A name of up to 16 characters can be specified for the registered copy programs.

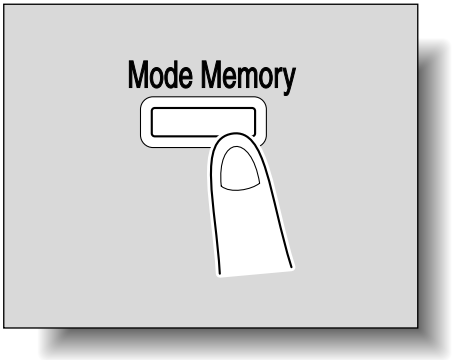
To store/change a copy program

1 Using the touch panel and control panel keys, specify the copy settings to be registered in the copy program.

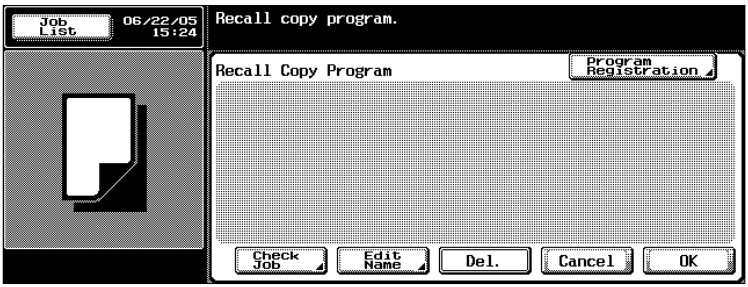
? Can the current settings be checked?
→ To check the currently specified copy settings, press the [Mode Check] key.

2 Press the [Mode Memory] key.

The Recall Copy Program screen appears.



3 Touch [Program Registration].



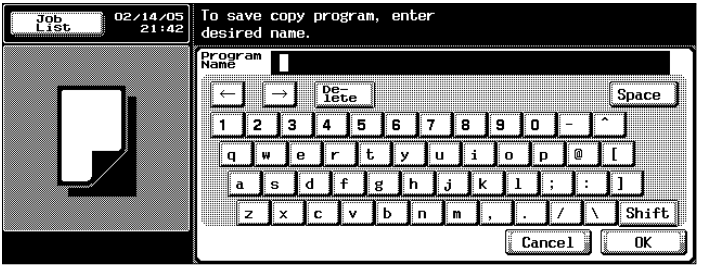
The Program Name screen appears.

? Why is [Program Registration] not available?
→ If 30 copy programs have been registered, delete an unnecessary copy program. For details on deleting copy programs, refer to “To delete a copy program” on page 4-13.

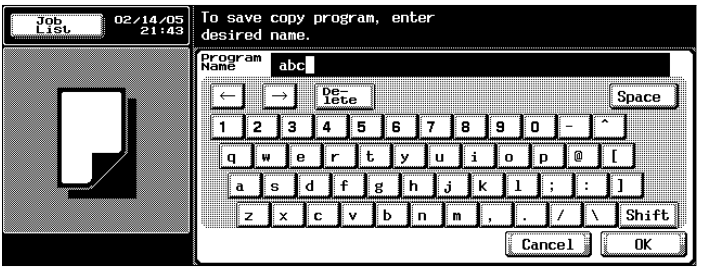
? Can the copy program name be corrected?

➔ To change the entered copy program name, touch the button whose name is to be changed, and then touch [Edit Name].

4 Use the keyboard that appears in the touch panel to type in the name of the copy program.



– A name of up to 16 characters can be specified for the registered copy program. (For details, refer to page 13-2.)



5 After typing in the name, touch [OK].

– The copy program can be given the same name as a copy program that has already been registered.

The Recall Copy Program screen appears again. The copy program is registered and a button with the entered copy program name appears.

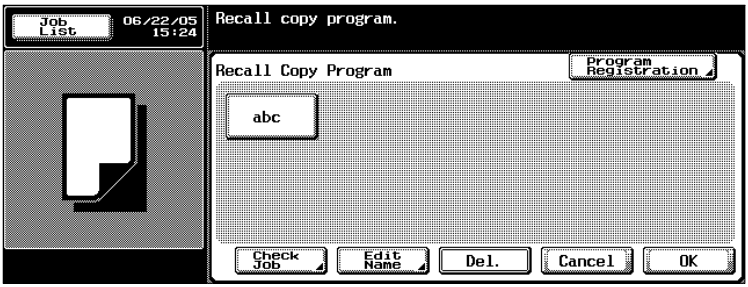
? Can the specified settings for a copy program be checked?

➔ To check the programmed copy settings, touch the button for the desired copy program, and then touch [Check Job]. For details, refer to “Copying With Programmed Copy Settings (Mode Memory)” on page 4-14.

? How is a job deleted?

➔ Touch the button for the desired copy program, and then touch [Del.]. In the screen that appears, requesting confirmation to delete the copy program, touch [Yes] to delete the selected copy program.

6 Touch [OK] or [Cancel].



– To return to the Basic screen, press the [Mode Memory] key.

Detail

Copy programs cannot be changed.

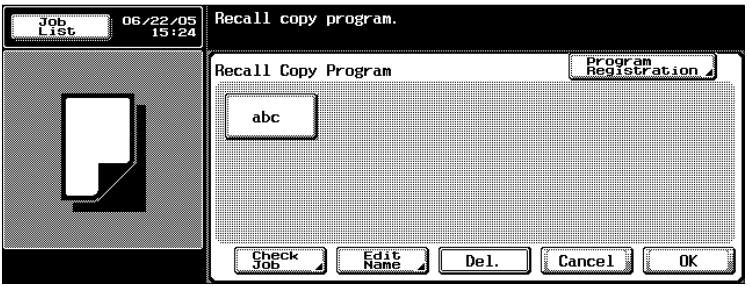
If the "Saved Job Settings Access" or "Lock Settings" parameters have been set for a registered copy program, [Edit Name] and [Del.] do not appear. For details, refer to "System Setting" on page 12-26.

To stop registering the program, press the [Reset] key or the [Mode Memory] key.
No matter which screen is displayed, the registration is cancelled. Otherwise, continue to touch [Cancel] until the Basic screen is displayed.

To delete a copy program

1 In the Recall Copy Program screen, touch the button for the copy program to be deleted.

2 Touch [Del.].



A message appears, requesting confirmation to delete the copy program.

3 Touch [Yes].



The Recall Copy Program screen appears again. The copy settings registered in the copy program are erased.

4.5 Copying With Programmed Copy Settings (Mode Memory)

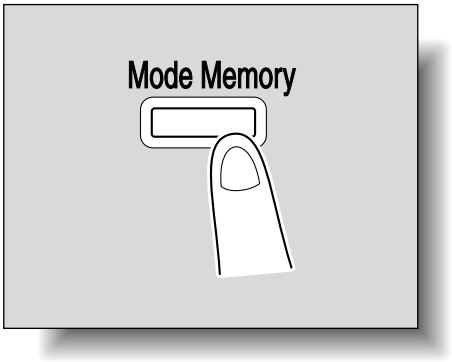
To recall a stored job

Programmed copy settings can be recalled to be used again for copying.

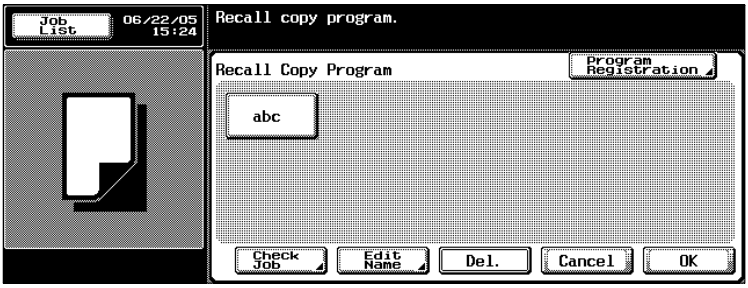
1 Position the original to be copied. (For details, refer topage 3-7.)

2 Press the [Mode Memory] key.

The Recall Copy Program screen appears.

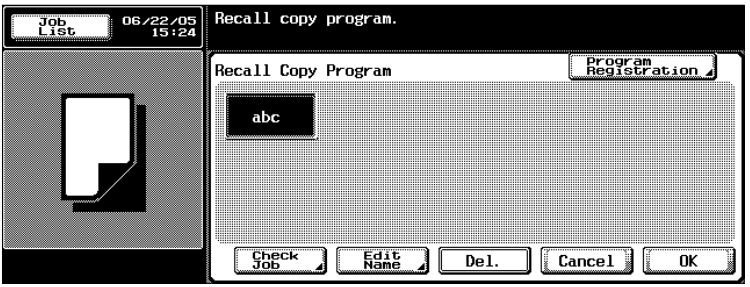


3 Touch the button for the copy program registered with the desired copy settings.



– If the copy settings in the selected copy program are not to be checked, skip to step 8.

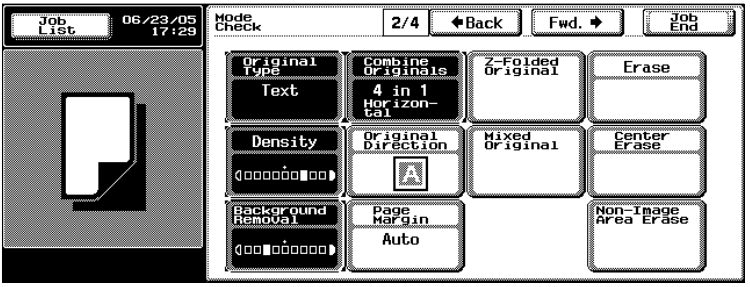
4 Touch [Check Job].



The Mode Check screens for the copy job appear.
The buttons for functions where the setting has been changed from the default appear selected.

5 Check the copy settings registered with the selected copy program.

6 Touch [Job End].



The Recall Copy Program screen appears again.

? Can different settings be displayed?

➔ To display the previous screen, touch [←Back]. To display the next screen, touch [Fwd.→].

7 Again touch the button for the program with the desired copy settings.

8 Touch [OK].

– If [OK] is touched with no copy program selected, the Basic screen appears again without a copy program recalled.

The selected copy program is recalled and the Basic screen appears again.

9 Press the [Start] key.

Copying begins with the recalled copy settings.



Note

To stop recalling the copy program, press the [Reset] key or the [Mode Memory] key, or touch [Cancel].

The copy settings cannot be changed from the Mode Check screens.

4.6 Displaying Function Descriptions (Help)

Descriptions of the various functions and details of operations can be viewed.

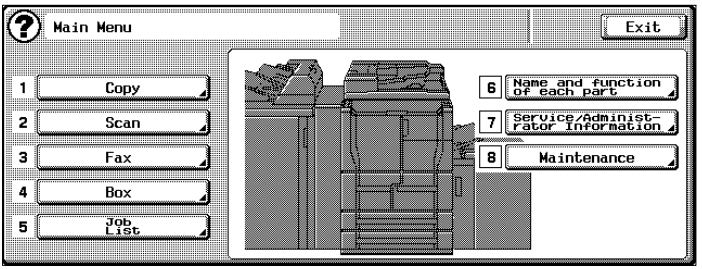
There are two methods for displaying the Help screens.

- Main Help Menu screen (from the Basic screen)
- Setting Help screens (from screens other than the Basic screen)

Overview of Help Screens

The Help feature provides the following menus.

Main Help Menu screen (1st level)



Item	Description
[Copy], [Scan], [Fax], [Box], [Job List]	Displays the Help menu for the corresponding mode
[Name and function of each part]	Displays the Help menu for the name and function of each part Use to check the description of the main unit and its options.
[Service/Administrator Information]	Displays the name, extension number and e-mail address of the administrator
[Maintenance]	Displays details on the procedures for replacing the toner cartridge and staple cartridge and emptying the punch dust box.

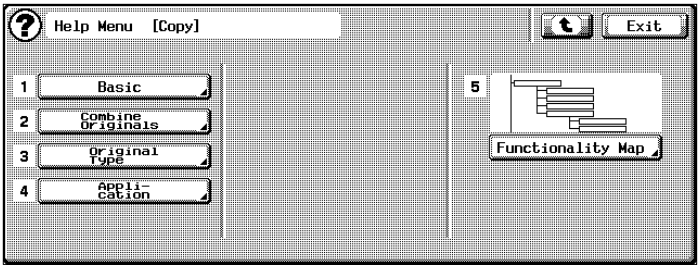
Detail

Items in the Main Help Menu and the Help Menu screens can be selected by touching the button or by pressing the key in the keypad for the number of the desired item.

Touch [Exit] to quit the Help mode and return to the screen that was displayed before the [Help] key was pressed.

The [Fax] key is currently not available.

Help Menu screen (2nd level) (Example: [Copy])



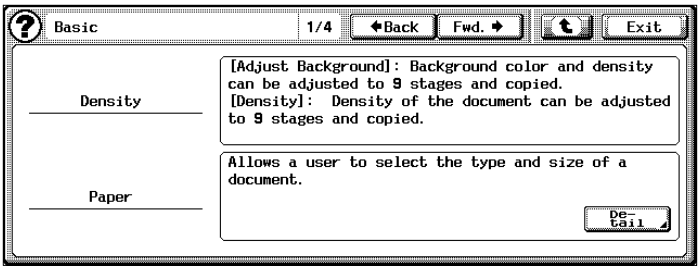
Item	Description
[Basic], [Combine Originals.], [Original Type], [Application]	Displays the first Help screen for each description
[Functionality Map]	Displays the Function Map screen, which contains a chart of the available functions and settings

Detail

The items displayed in the Help menu for the [Name and function of each part] differ depending on the options that are installed.

To display the next screen higher in the menu structure, touch [↰].

Help screens (3rd level) (Example: [Copy], then [Basic])



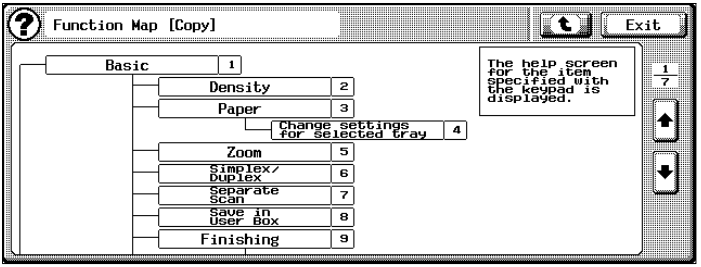
Detail

The numbers to the right of the screen title ("1/4" in the previous screen) indicate the number of the currently displayed screen/total number of Help screens for the displayed item.

To display the previous screen, touch [←Back]. To display the next screen, touch [Fwd.→].

To view detailed descriptions (in the 4th level of the Help screens), touch [Detail], if it appears in the screen.

Function maps (Example: [Copy])



A chart of the available functions and settings are displayed in the function maps. Select an item from the chart for the Help screen that you wish to view.

Detail

There are seven Function Map screens for Copy mode. The top number indicates the number for the screen that is currently displayed.

To display the previous screen, touch [▲]. To display the next screen, touch [▼].

Press the key in the keypad for the number of the desired item in the Function Map screen.

To return to the Help Menu screen, touch [↩] in the Help screen displayed by selecting an item in a Function Map screen.

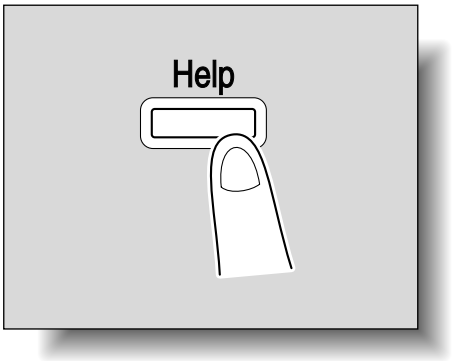
To display the Main Help Menu screen

When a Help screen can be displayed, ⓘ appears in the upper-left corner of the screen.

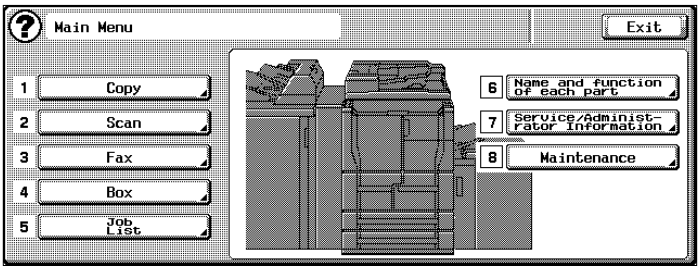
- ✔ The Help screens cannot be displayed during the following operations while scanning, printing, printing a proof copy, Enlarge Display mode, Accessibility mode
- ✔ While the Help screens are displayed, the following keys are not available.
 [Start], [Stop], [C] (clear), [Interrupt], [Proof Copy], [Access], [Mode Memory], [Enlarge Display], [Mode Check]

1 With the Basic screen displayed, press the [Help] key.

The Main Help Menu screen appears.



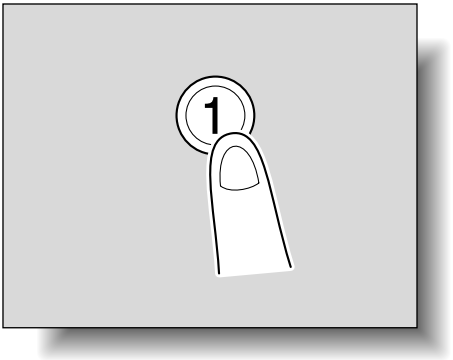
2 Touch [Copy] or press the [1] key in the keypad.



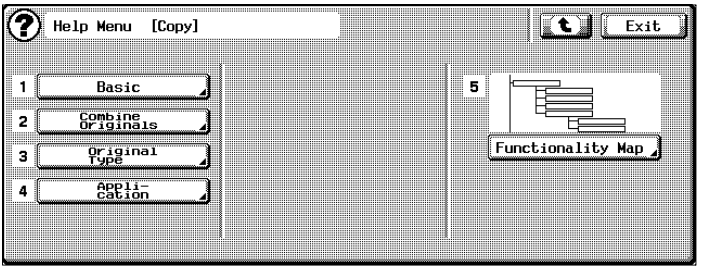
The Help Menu [Copy] screen appears.

? Is there more information about the buttons of the Help screens?

➔ Refer to “Overview of Help Screens” on page 4-17.



3 Touch the button for the desired information or press the key in the keypad for the number to the left of the desired information to display the corresponding Help screen.



4 After checking the Help information, touch [Exit] or press the [Help] key.

The Basic screen appears again.

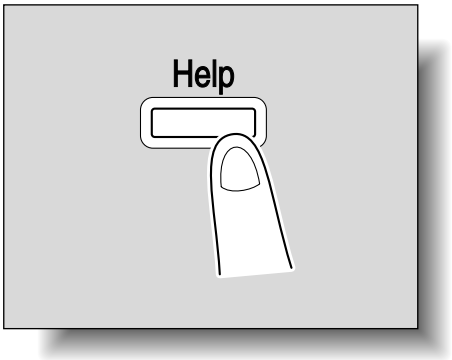
To display the Help screen while specifying a setting

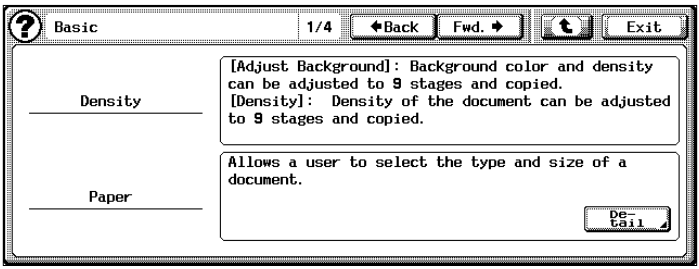
Help can be displayed for the copy settings that are being specified.

1 Display the setting screen for the desired copy setting, and then press the [Help] key.

– To view detailed descriptions (in the 4th level of the Help screens), touch [Detail], if it appears in the screen.

A Help screen containing details of the functions and operations.





? Why is there no Help information for some functions in the Help Menu screen?

➔ Depending on the displayed screen, there may be no Help information for some functions.

? Is there more information about the buttons of the help screens?

➔ Refer to “Overview of Help Screens” on page 4-17.

2 After checking the Help information, touch [Exit] or press the [Help] key.

– To return to the upper level Help Menu screen, touch [↰] in the Help screen displayed by selecting an item in a Function Map.

The screen that was displayed before the [Help] key was pressed appears again.

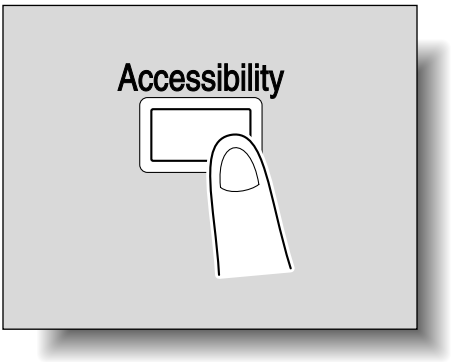
4.7 Specifying Control Panel Settings (Accessibility Mode)

This section contains details on the procedures for specifying control panel settings and adjusting the touch panel.

Displaying the Accessibility Setting Screen

➔ Press the [Accessibility] key.
– To exit the Accessibility Setting screen and return to the Basic screen, touch [Close].

The Accessibility Setting screen appears.



To set the "Key Repeat Start/Interval Time" function

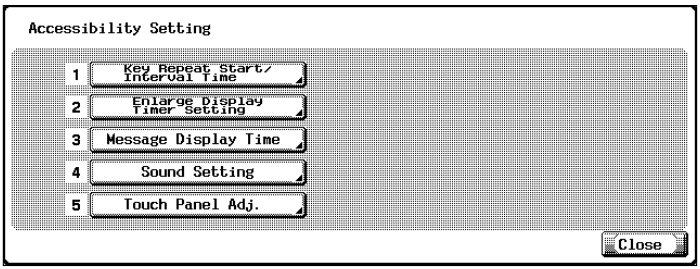
The length of time until the setting begins to change after holding down [+] or [-] in the Zoom screen or [Light] or [Dark] in the Density screen and the length of time for the value to change in Enlarge Display mode can be specified.

The factory default setting for "Time To Start" is 0.8 second and the setting for "Interval" is 0.3 second.

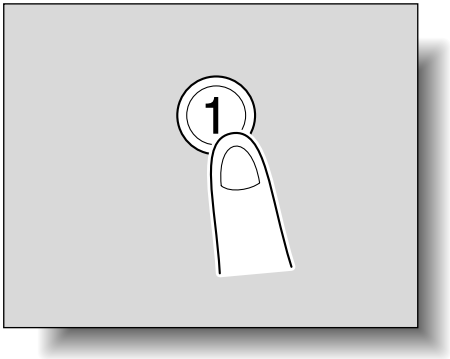
✔ The settings specified for the "Key Repeat Start/Interval Time" function are only applied in the Enlarge Display mode.

1 Display the Accessibility Setting screen. (To display the screen, refer to page 4-23)

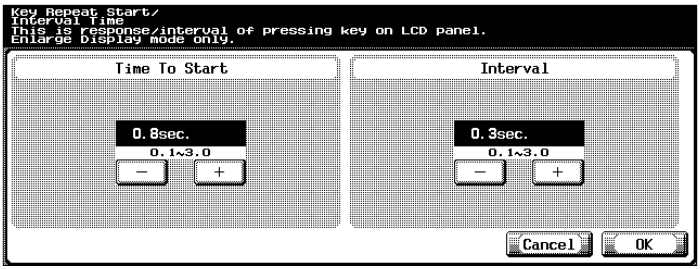
2 Touch [Key Repeat Start/Interval Time] or press the [1] key in the keypad.



The Key Repeat Start/Interval Time screen appears.



3 Touch [+] and [–] to specify the starting time and the interval for the key repeat feature.



– To extend the time, touch [+].To reduce the time, touch [–].
– Both settings can be set between 0.1 and 3.0 seconds in 0.1-second intervals.
– To cancel changes to the settings, touch [Cancel].

4 Touch [OK].

The Accessibility Setting screen appears again.

5 Touch [Close] or press the [Accessibility] key.

The Basic screen appears again.

Note

The Enlarge Display mode functions in Copy mode are limited to basic copy functions. The function and setting names and the illustrations are displayed at a larger size so that they can be seen more easily. For details on the Enlarge Display mode, refer to the Enlarge Display Operations of the User's Guide.

Detail

To return to the Basic screen from the Accessibility Setting screen, press the [Accessibility] key or the [Reset] key.

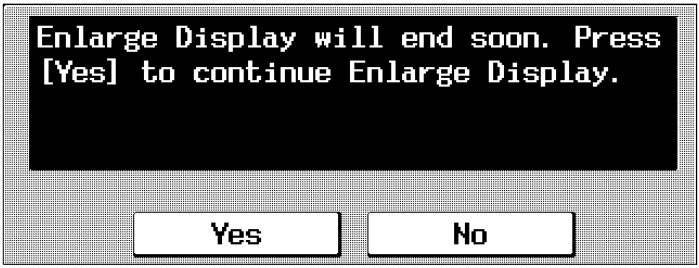
To set the "Enlarge Display Timer Setting" function

When the automatic system reset operation is performed in Enlarge Display mode, a message requesting confirmation to cancel Enlarge Display mode can be displayed.

In addition, it is possible to specify the length of time that the message requesting confirmation to cancel Enlarge Display mode is displayed.

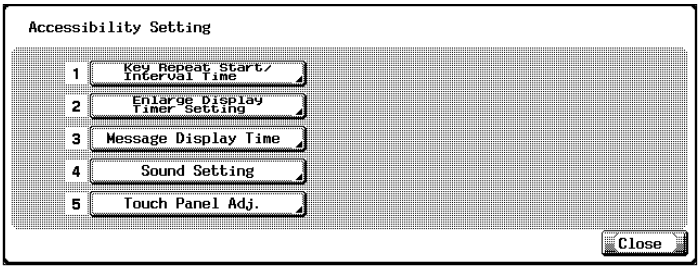
The factory default setting is [OFF].

✔ The "Enlarge Display Timer Setting" function is available only in Enlarge Display mode.

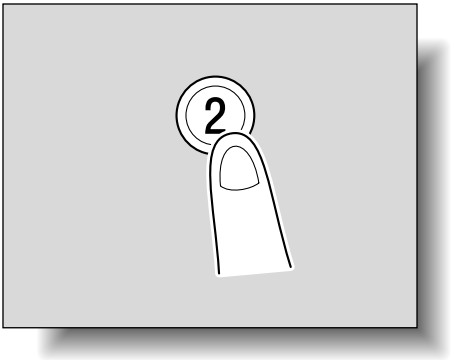


1 Display the Accessibility Setting screen. (To display the screen, refer to page 4-23)

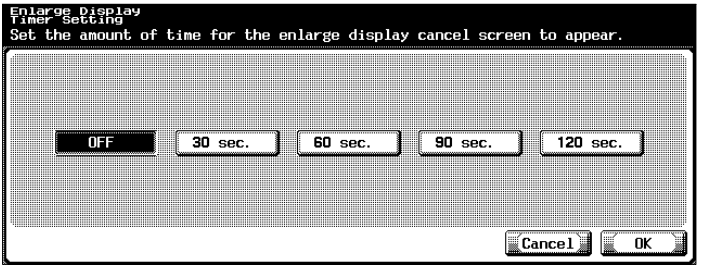
2 Touch [Enlarge Display Timer Setting] or press the [2] key in the keypad.



The Enlarge Display Timer Setting screen appears.



3 Select the desired setting.



- To not display the message requesting confirmation to cancel Enlarge Display mode, touch [OFF].
- To display the message requesting confirmation to cancel Enlarge Display mode, touch the button ([30 sec.], [60 sec.], [90 sec.] or [120 sec.]) for the length of time that the message is to be displayed.
- To cancel changes to the settings, touch [Cancel].

4 Touch [OK].

The Accessibility Setting screen appears again.

5 Touch [Close] or press the [Accessibility] key.

The Basic screen appears again.

Note

With the Enlarge Display mode in Copy mode, the function and setting names and the illustrations are displayed at a larger size so that they can be seen more easily. For details on the Enlarge Display mode, refer to the [Enlarge Display Operations] of the User's Guide.

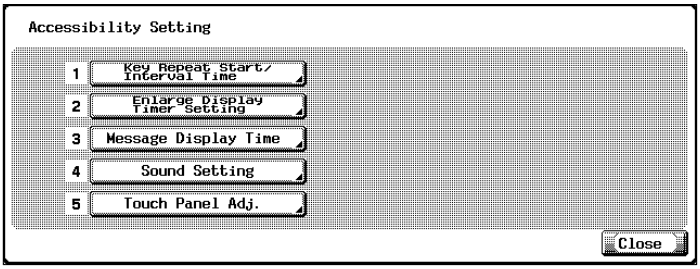
To set the "Message Display Time" function

It is possible to specify the length of time for displaying warning messages, which appear, for example, when an incorrect operation is performed.

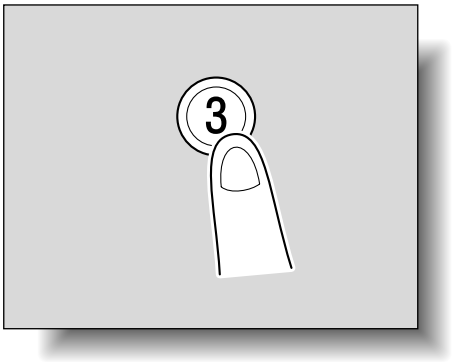
The factory default setting is "3 sec.".

1 Display the Accessibility Setting screen. (To display the screen, refer to page 4-23)

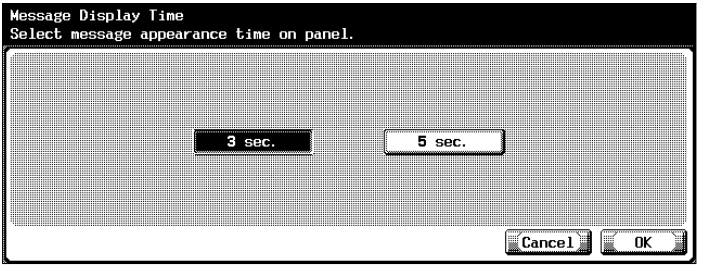
2 Touch [Message Display Time] or press the [3] key in the keypad.



The Message Display Time screen appears.



3 Select setting for the desired amount of time that messages are displayed.



– Select whether messages are displayed for 3 seconds or for 5 seconds.
– To cancel changes to the settings, touch [Cancel].

4 Touch [OK].

The Accessibility Setting screen appears again.

5 Touch [Close] or press the [Accessibility] key.

The Basic screen appears again.

To set the “Accept Sound Setting” function

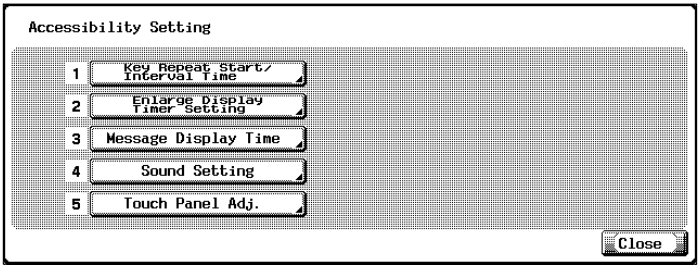
Specify the sound that is produced when a key is pressed.

In addition, you can set whether or not a sound is produced when a control panel key is pressed or a touch panel button is touched.

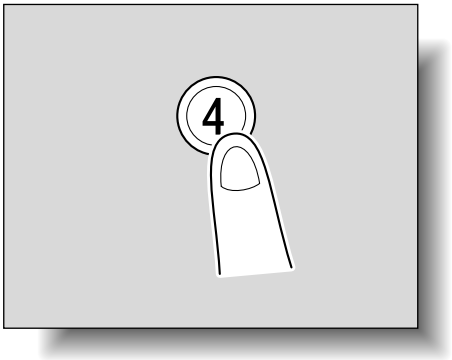
The factory default setting for “Accept Sound Setting” is “ON”.

1 Display the Accessibility Setting screen. (To display the screen, refer to page 4-23)

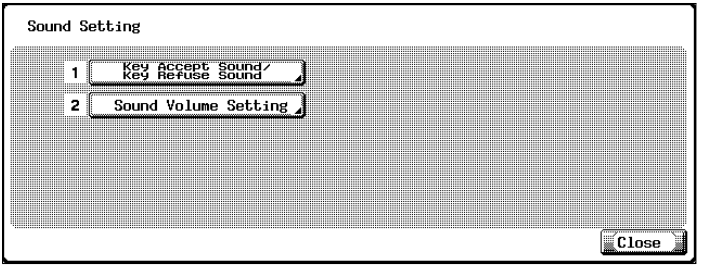
2 Touch [Sound Setting] or press the [4] key in the keypad.



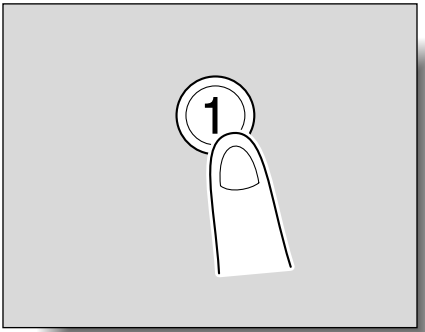
The Sound Setting screen appears.



3 Touch [Key Accept Sound / Key Refuse Sound] or press the [1] key in the keypad.

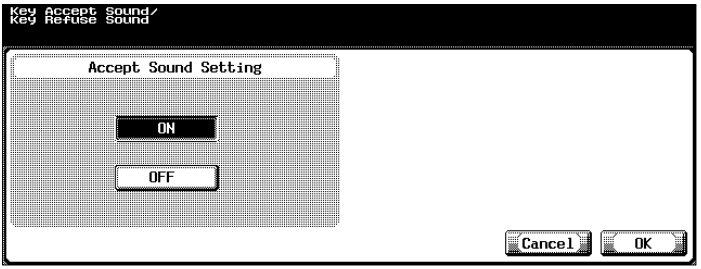


The Accept Sound Setting screen appears.



4 Select the desired setting for “Accept Sound Setting”.

– To produce a sound, touch [ON]. To not produce a sound, touch [OFF].



– To cancel changes to the settings, touch [Cancel].

5 Touch [OK].

The Sound Setting screen appears again.

6 Touch [OK].

The Accessibility Setting screen appears again.

7 Touch [Close] or press the [Accessibility] key.

The Basic screen appears again.

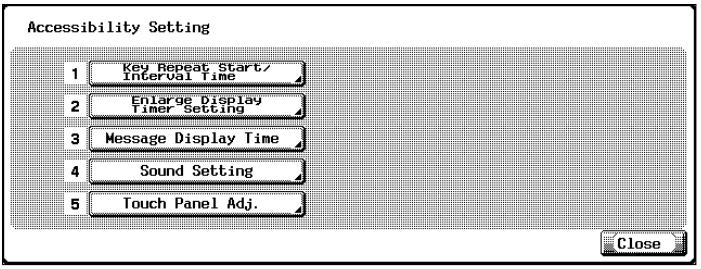
To set the “Touch Panel Volume Adjust” function

Specify the volume of the sound that is produced when a control panel key is pressed or a touch panel button is touched.

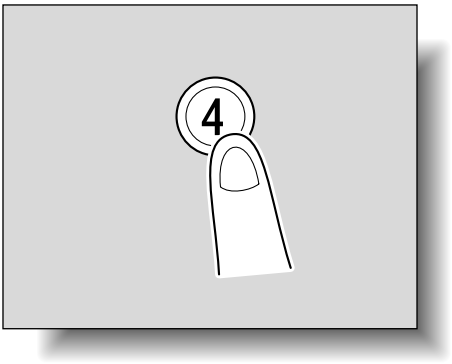
The factory default setting is “8” (middle setting).

1 Display the Accessibility Setting screen. (To display the screen, refer to page 4-23)

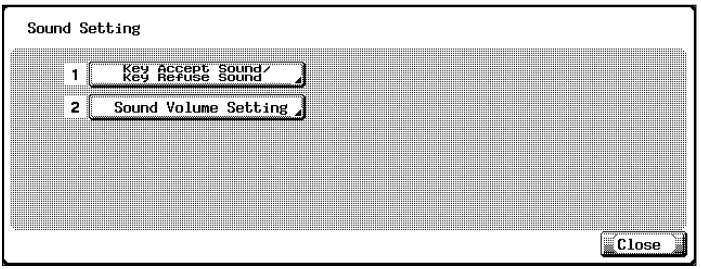
2 Touch [Sound Setting] or press the [4] key in the keypad.



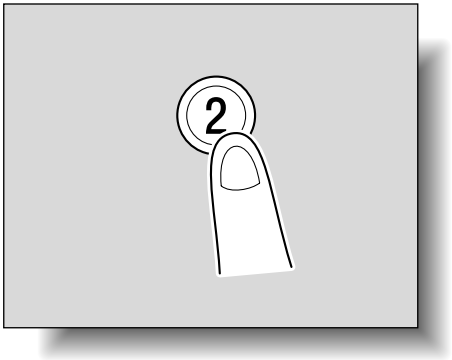
The Sound Setting screen appears.



3 Touch [Touch Panel Volume Adjust] or press the [2] key in the keypad.

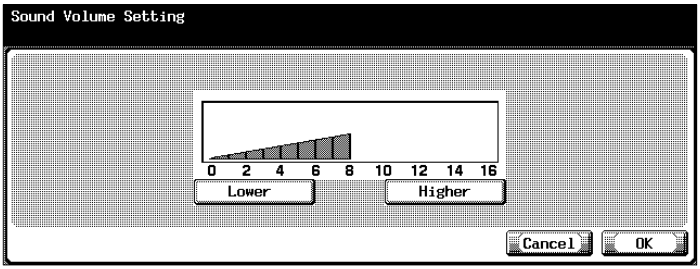


The Touch Panel Volume Adjust screen appears.



4 Select the desired volume.

– Touch [Lower] or [Higher] to select the desired setting.



– The volume can be set in 16 levels (between 0 and 16).
– To cancel changes to the settings, touch [Cancel].

5 Touch [OK].

The Sound Setting screen appears again.

6 Touch [OK].

The Accessibility Setting screen appears again.

7 Touch [Close] or press the [Accessibility] key.

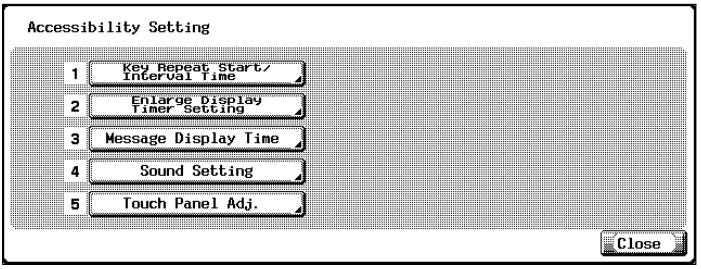
The Basic screen appears again.

To set the "Touch Panel Adj." function

If the touch panel buttons do not respond correctly, the position of buttons in the touch panel may not be correctly aligned with the position of the actual touch sensor and may need to be adjusted.

1 Display the Accessibility Setting screen. (To display the screen, refer to page 4-23)

2 Touch [Touch Panel Adj.] or press the [5] key in the keypad.

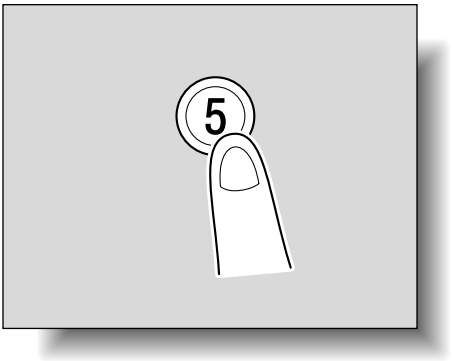


The Touch Panel Adjustment screen appears.

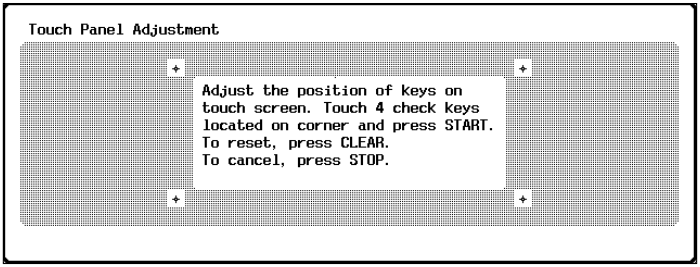
? Why does the machine not respond when [Touch Panel Adj.] is touched?

The touch sensors are not aligned on the touch panel.

➔ Press the [5] key in the keypad.



3 Touch the four check points (+), making sure that a sound is produced with each.



– The check points (+) can be touched in any order.
– To reset the adjustment, press the [C] (clear) key, and then touch the four check points (+).

If the check points have been touched correctly, the indicator on the [Start] key lights up in green.

4 Press the [Start] key.

The touch panel is adjusted, and the Accessibility Setting screen appears again.

5 Touch [Close] or press the [Accessibility] key.

The Basic screen appears again.

Note
If the touch panel cannot be adjusted, contact the technical representative.

Detail
To cancel the touch panel adjustment, press the [Stop] key or the [Reset] key.

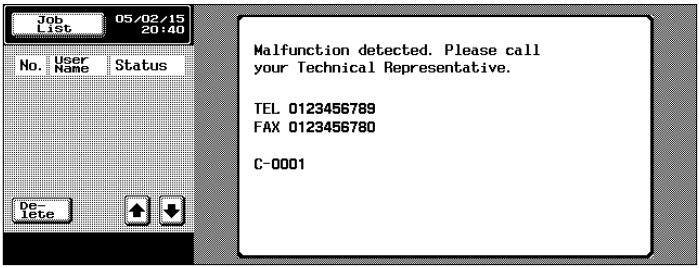
5 Troubleshooting

5 Troubleshooting

5.1 When the Message “Malfunction detected.” Appears (Call Technical Representative)

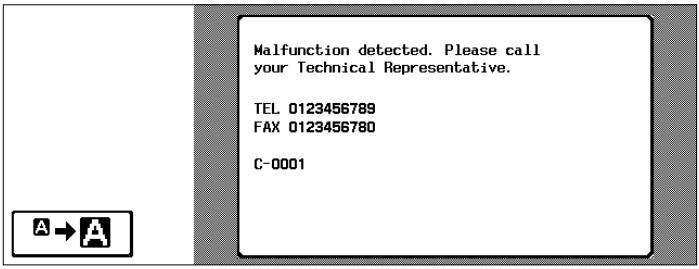
If a malfunction that cannot be corrected by the user occurred, the message “Malfunction detected. Please call your Technical Representative.” appears. (call technical representative screen)

The phone number and fax number for the usual technical representative appears in the center of the call technical representative screen.

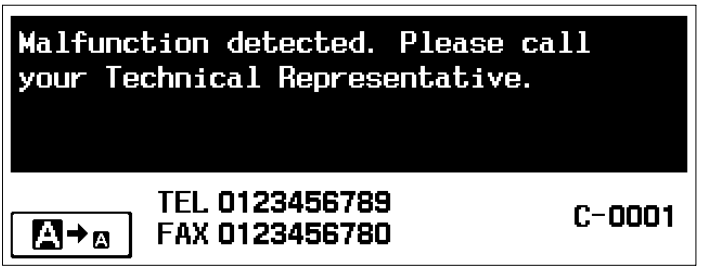


Display in Enlarge Display Mode

If a malfunction occurs, the screen shown below appears.



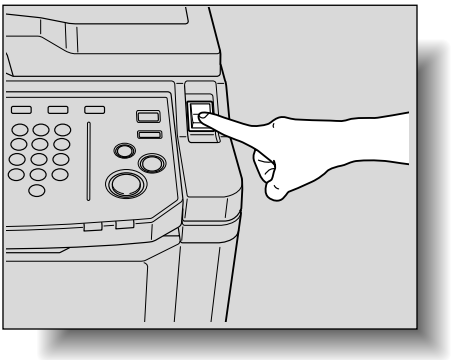
Touch [A→A] to display the message shown in the following illustration.



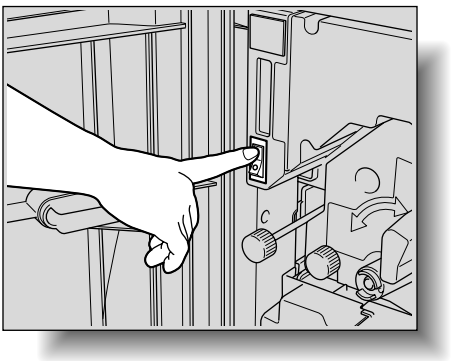
To call the technical representative

1 Write down the malfunction code (for example, C-0001) in the call technical representative screen.

2 Turn off the sub power switch.



3 Use the main power switch to turn off the machine.



4 Unplug the machine.

5 Contact the technical representative, and inform them of the malfunction code.



Reminder

Since the machine may be damaged, contact the technical representative according to the procedure described above as soon as the call technical representative screen appears.



Note

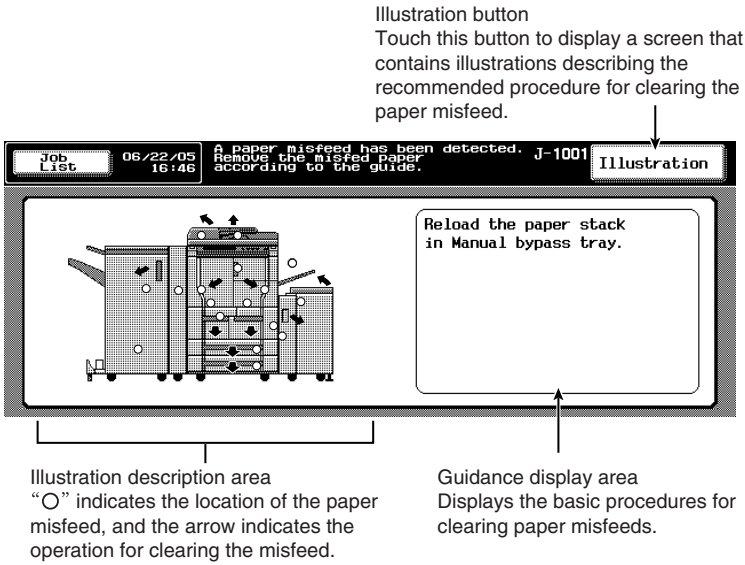
If CS Remote Care is being operated from the Service Center, the Service Center is automatically notified of the malfunction code.
After the message "Malfunction was detected. CS Remote Care has called the Service Center." appears, turn off the sub power switch and the main power switch, and then unplug the machine from the electrical outlet.

5.2 When the Message “Misfeed detected.” Appears

If a misfeed occurs during copying or printing, the message “Misfeed detected.” appears and the location of the misfeed is indicated in the screen. (misfeed screen)

At this time, copying and printing cannot continue until the misfeed is adequately cleared.

If paper misfeeds have occurred at multiple locations, multiple “○” and arrows appear or flash. The flashing “○” and arrow indicate locations where the paper misfeed should be cleared first. Clear the paper misfeeds according to the messages that appear in the guidance display area.



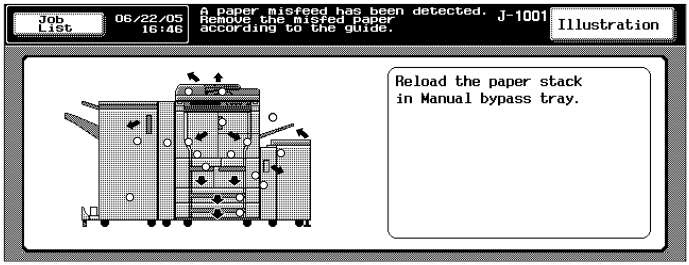
Note

The illustration above shows all “○” and arrows displayed; however, normally, all marks will not appear.

Error codes may appear in the illustration description area of the JAM location display screen. For details, contact your technical representative.

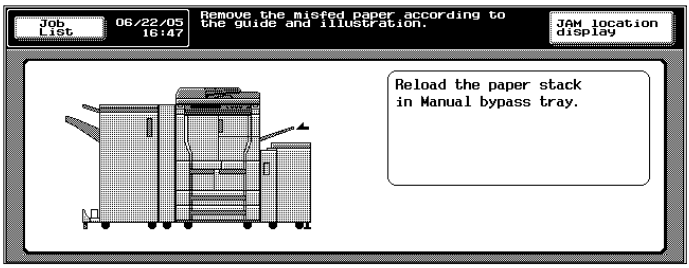
To clear a paper misfeed

1 In the JAM location display screen, touch [Illustration].



– If the description of the illustration extends over multiple pages, [Next →] appears in the lower-right corner of the screen. Touch [Next →] to display the next screen.
– To return to the previous illustration description screen, touch [Back ←].

The illustration screen appears.



Touch [JAM location display] to return to the JAM location display screen.

2 Clear the paper misfeed according to the instructions that appear in the screen.

– When removing misfeed paper, be careful that the paper does not tear and remain in the machine.
– Do not touch or scratch the surface of the drum.

3 After the procedure is finished, the Basic screen appears again.

If paper misfeeds occurred at multiple locations, the JAM location display screen appears again. Check the screen for messages and the location of the next misfeed to be cleared, and then repeat steps 1 and 2.

After all paper misfeeds have been cleared, the Basic screen appears again.



Reminder

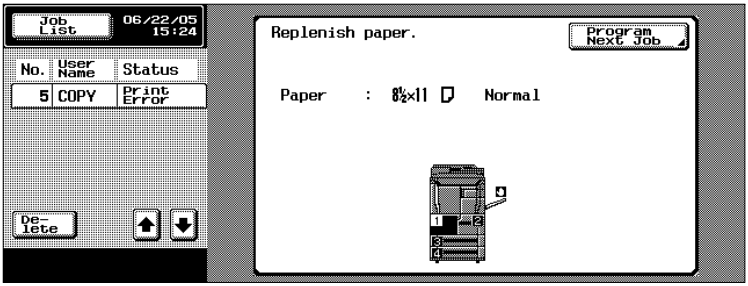
Before clearing paper misfeeds, be sure to check page 1-13 for the locations of warning and caution labels.

High voltage is present around the drum unit in the center of the machine. In order to reduce the risk of electric shock, do not touch any part in this unit when clearing paper misfeeds.

Parts in the fusing unit on the left side inside the machine are extremely hot. In order to reduce the risk of burns, do not touch any part in this unit when clearing paper misfeeds.

5.3 When the Message “Replenish paper.” Appears

If a tray has run out of paper while copying or after printing, the message “Replenish paper.” appears.



To replenish paper

➔ Check which paper tray appears highlighted in the touch panel, and then load it with paper.

Detail

For details on loading paper into the paper trays, refer to “Loading Paper Into the Tray 1 or 2” on page 2-39, “Loading Paper Into the Tray 3 or 4” on page 2-41, “Loading Paper Into the Bypass Tray” on page 2-44, and “Loading Paper Into the LCT (LU-401/LU-402)” on page 2-48.

5.4 When the Message "... Not enough remaining memory." Appears

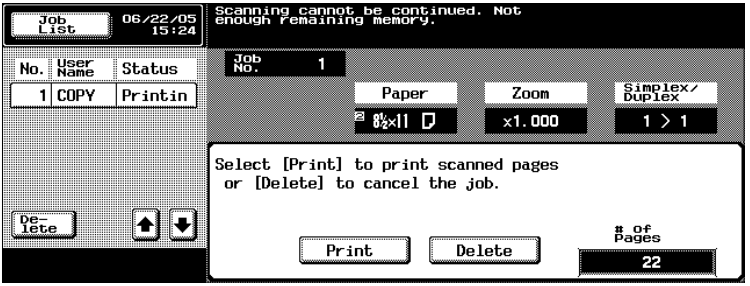
This machine uses the memory to produce copies.

Since the amount of memory available is limited, the message "Scanning cannot be continued. Not enough remaining memory." or "The job has been deleted. Not enough remaining memory." appears if the memory becomes full while copying.

Continue the operation according to the corresponding instructions.

Memory Becomes Full While Scanning

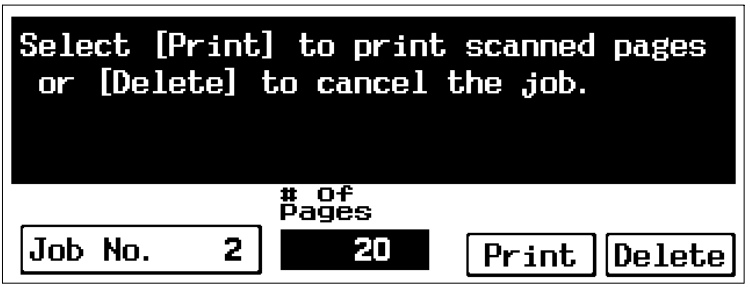
This message appears when the memory becomes full and scanning stops while scanning in Copy mode.



To print all pages that have been scanned, touch [Print].

To delete the job for the scanned pages, touch [Delete].

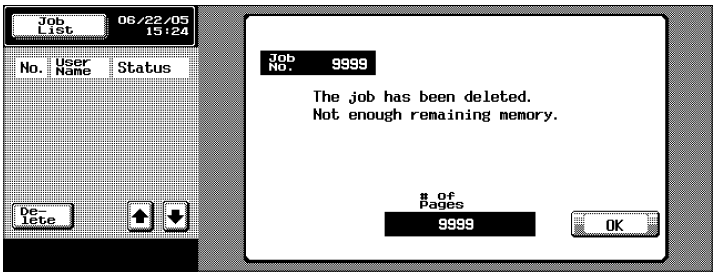
Display in Enlarge Display Mode



Memory Becomes Full While Queuing a Job

This message appears when the memory becomes full and the scanned job was deleted while scanning a document for a job to be queued.

Check the number of pages counted for the document, and then adjust the number of pages in the job to be queued.



Display in Enlarge Display Mode



5.5 Simple Troubleshooting

Main body

Symptom	Possible Cause	Remedy
The machine does not start up when the main power switch is turned on.	Is no power supplied from the electrical outlet?	After the main power switch and sub power switch are turned off, correctly insert the power supply plug into the electrical outlet.
	Has the sub power switch been turned on?	Turn on the sub power switch.
Correctly insert the power supply plug into the electrical outlet.	Are the doors, such as the front doors (left and right) or the finisher door, open?	Securely close the doors, such as the front doors (left and right) and the finisher door.
	Is there no paper that matches the document?	Load paper of the appropriate size into the paper tray.
The printed output is too light.	Is the copy density set too light?	Touch [Dark] in the Density screen to copy at the desired copy density. (See p. 3-48.)
	Is the paper damp?	Replace the paper with new paper. (See p. 2-39, p. 2-41, p. 2-44 and p. 2-48)
The printed output is too dark.	Is the copy density set too dark?	Touch [Light] in the Density screen to copy at the desired copy density. (See p. 3-48.)
	Was the document not pressed close enough against the original glass?	Position the document so that it is pressed closely against the original glass. (See p. 3-9.)
The printed output is blurry.	Is the paper damp?	Replace the paper with new paper. (See p. 2-39, p. 2-41, p. 2-44 and p. 2-48.)
	Was the document not pressed close enough against the original glass?	Position the document so that it is pressed closely against the original glass. (See p. 3-9.)

Symptom	Possible Cause	Remedy
There are dark specks or spots throughout the printed output. There are streaks in the printed output.	Is the original glass dirty?	Wipe the glass with a soft, dry cloth. (See p. 10-3.)
	Is the left partition glass dirty?	Wipe the glass with a soft, dry cloth. (See p. 10-3.)
	Is the ADF platen guide cover dirty?	Wipe the ADF platen guide cover with a soft, dry cloth. (See p. 10-4)
	Was the original document printed on highly translucent material, such as trace paper or overhead projector transparencies?	Place a blank sheet of paper on top of the document. (See p. 3-9.)
	Is a double-sided document being copied?	If a thin double-sided document is being copied, the information on the back side may be reproduced in the copy. Touch [Lighter] on the Background Removal screen to select a lighter background density. (See p. 3-49.)
The image is not aligned properly on the paper.	Is the document incorrectly positioned?	Correctly position the document against the document scales. (See p. 3-9.) Load the document into the ADF, and slide the adjustable document guides to fit the size of the document. (See p. 3-7.)
	Is the document incorrectly positioned in the ADF?	If the document cannot be fed correctly through the ADF, make copies by positioning the document on the original glass. (See p. 3-9.)
	Is the original glass dirty (while using the ADF)?	Wipe the glass with a soft, dry cloth. (See p. 10-3.)
	Are the adjustable document guides incorrectly positioned against the edges of the document?	Slide the document guides against the edges of the document.
	Was curled paper loaded into the paper tray?	Flatten the paper before loading it.
The printed page is curled.	Was paper that curls easily (as with recycled paper) used?	Remove the paper from the paper tray, turn it over, and then load it again.
		Replace the paper with paper that is not damp.

Symptom	Possible Cause	Remedy
The edge of the printed output is dirty.	Is the ADF platen guide cover dirty?	Wipe the ADF platen guide cover with a soft, dry cloth. (See p. 10-4.)
	Was the selected paper size larger than the document (with a Zoom setting of "×1.000")?	Select a paper size that is the same size as the document. Otherwise, select the "Auto Zoom" setting to enlarge the copy to the selected paper size. (See p. 3-29.)
	Is the orientation of the document different from the orientation of the paper (with a Zoom setting of "×1.000")?	Select a paper size that is the same size as the document. Otherwise, select a paper orientation that is the same as that of the document.
	Was the copy reduced to a size smaller than the paper (with a reduced zoom ratio specified)?	Select a zoom ratio that adjusts the document size to the selected paper size. Otherwise, select the "Auto Zoom" setting to reduce the copy to the selected paper size. (See p. 3-29.)
Even though the paper misfeed was cleared, copies cannot be produced.	Are there paper misfeeds at other locations?	Check the touch panel for JAM location display and then remove any misfeed paper at all other locations. (See p. 5-5)
Printing with the "2 ➡ 1" or "2 ➡ 2" 1-Side/2-Sides settings are not possible.	Have settings been selected that cannot be combined?	Check the combinations of the selected settings.
Copying is not possible even though the password is entered on a machine with user authentication/account track set.	Did the message "Your account has reached its maximum allowance." appear?	Contact your administrator.

ADF

Symptom	Possible Cause	Remedy
The document is not fed.	Is the ADF slightly open?	Securely close the ADF.
	Is the document one that does not meet the specifications?	Replace the document with one that meets the specifications. (See p. 7-33.)
	Is the document correctly loaded?	Position the document correctly. (See p. 3-7.)

Finisher

Symptom	Possible Cause	Remedy
The finisher cannot be used.	Is there a paper misfeed in the finisher?	If there is a paper misfeed, clear it.
	Is the finisher door fully closed?	Securely close the finisher door.
The pages cannot be stapled.	Have the staples run out?	Replace the staple cartridge. (See p. 9-7.)
The staple is incorrectly positioned by 90 degrees.	Are the staples positioned as specified?	Select the desired position for the staples. (See p. 3-59.)
The pages that were fed out were not uniformly loaded and the punched holes or staples are incorrectly positioned.	Is the paper curled?	Remove the paper from the paper tray, turn it over, and then load it again.
	Is there a gap between the lateral guides in the paper tray and the side of the paper?	Slide the lateral guides in the paper tray against the side of the paper so that there is no gap.
Even though a Punch setting was selected, holes are not punched. (when PK-505/ZU-602 is installed on FS-504/FS-602)	Did the message “Remove Punch Scraps.” appear?	Empty the punch dust box

If any message other than those listed above appears, perform the operation described in the message.

If the problem is not corrected after the described operation is performed, contact your technical representative.

5.6 Main Messages and Their Remedies

Message	Cause	Remedy
Original left on glass.	The document was left on the original glass.	Remove the document from the original glass.
Matching paper size is not available. Select paper size.	Paper of a suitable size is not loaded in a paper tray.	Either select paper of a different size or load paper of a suitable size.
Original size cannot be detected. Select paper size.	The document is not positioned correctly.	Position the document correctly.
	A document with a non-standard size or with a size too small to be detected is loaded.	Select the correct paper size.
This mode cannot be set with XXX.	A setting was selected that gives priority to the setting selected first.	Make copies using only one of the settings, for example, by canceling the setting selected first.
The Exit Tray has reached its capacity. Please remove all pages from → section tray.	Since the maximum amount of copies for the indicated finisher exit tray has been exceeded, the machine is unable to make copies.	Remove all copies from the indicated tray.
Input User Name and Password to login.	User authentication settings have been specified. Copies cannot be made unless a user name and its correct password are entered.	Type in your user name and password. (See p. 2-33.)
Input Account Name and Password to login.	Account track settings have been specified. Copies cannot be made unless an account name and its correct password are entered.	Type in your account name and password. (See p. 2-36.)
Your account has reached its maximum allowance.	The limit on the number of copies that can be made has been reached.	Contact your administrator.
Section → is open. Close → Section properly.	Since a machine door or cover is open or an option is not installed correctly, the machine is unable to make copies.	Make sure that all doors and covers are closed and that all options are installed correctly.
Replenish paper.	The indicated tray has run out of paper.	Load paper into the indicated tray. (See p. 2-39, p. 2-41, p. 2-44, p. 2-48.)
Replace the Toner Cartridge.	Since the toner has run out, the machine is unable to make copies.	Replace the toner cartridge.
Stapler empty. Replace Staple Cartridge or cancel Staple mode.	The staples have run out.	Replace the staple cartridge. (See p. 9-7.)

Message	Cause	Remedy
Misfeed detected.	Since a paper misfeed occurred, the machine is unable to make copies.	Clear the paper misfeed. (See p. 5-5.)
Malfunction detected. Please call your Technical Representative.	The machine malfunctioned and is unable to make copies.	Inform your technical representative of the code displayed on the touch panel.

If any message other than those listed above appears, perform the operation described in the message.

If the problem is not corrected after the described operation is performed, contact your technical representative.

6 Specifications

6 Specifications

6.1 Specifications

bizhub 750/600

Specifications	
Type	Console
Document holder	Stationary
Photoconductor	OPC
Luminous source	Xenon lamp
Copying system	Laser electrostatic transfer method
Developing system	Dry-type dual-component reverse magnetic brush developing
Fusing system	Heat roller
Resolution	600 dpi × 600 dpi;
Document	Types: Sheets, books (spreads), three-dimensional objects Size: Maximum 11 × 7 (A3) Thickness: Maximum 1-1/4 in.; Weight: 15 lb (three-dimensional objects)
Paper types	Normal paper (16 to 24 lb), thick paper (24-1/4 to 53-1/4 lb), thin paper (13-1/4 to 15-3/4 lb), Custom paper 1/2/3, recycled paper, colored paper, special paper, fine paper, label sheets*, letterheads, tab paper, overhead projector transparencies*, trace paper* *Can only be fed through the bypass tray
Paper sizes	Tray 1 and 2: 8-1/2 × 11, 5-1/2 × 8-1/2, A4, B5, A5 Tray 3 and 4: 11 × 17 to 5-1/2 × 8-1/2, 8-1/2 × 14, F4*1, A3 to A5 Width: 7-1/4 in. to 12-1/4 in.; Length: 5-3/4 in. to 18 in. Bypass tray: 11 × 17 to 5-1/2 × 8-1/2/, 8-1/2 × 14, F4*1, A3 to A6 Width: 4 in. to 12-1/4 in.; Length: 5-3/4 in. to 18 in.
Paper tray capacity	Tray 1: Normal paper: 1,500 sheets (20lb) Tray 2: Normal paper: 1,000 sheets (20lb) Tray 3 and 4 (universal tray) Normal paper: 500 sheets (20lb) Bypass tray (universal tray): Normal paper: 100 sheets (20lb)
Warm-up time	bizhub 750: About 5 minutes bizhub 600: About 4 minutes and 30 seconds

Specifications	
Image loss	Leading edge/trailing edge: Less than 1/16 in. ± 1/16 in. (front side), 1/16 in. ± 1/16 in. (back side); Front edge/rear edge: Less than 1/16 in. ± 1/16 in.
First copy	bizhub 750: 3.0 seconds or less bizhub 600: 3.5 seconds or less
Copy speed	bizhub 750: 75 ppm (8.5 × 11▯), 42 ppm (11 × 17▭), 50 ppm (8.5 × 14▭), 61 ppm (8.5 × 11▭), 75 ppm (5.5 × 8.5▯) bizhub 600: 60 ppm (8.5 × 11▯), 34 ppm (11 × 17▭), 40 ppm (8.5 × 14▭), 49 ppm (8.5 × 11▭), 60 ppm (5.5 × 8.5▯)
Magnification ratios	×1.0 (full size): ×1.000 ± 1.0% or less Enlarge: ×1.214, ×1.294, ×1.545, ×2.000 Reduce: ×0.785, ×0.772, ×0.647, ×0.500 Minimal : 0.930 Zoom: ×0.250 to ×4.000 (in 0.1% increments) Stored zoom ratios: 3
Multiple copies	1 to 9,999 sheets, 1 to 9,999 sets
Density adjustment	Copy density: Automatic and manual adjustment (9 levels) Background density: Manual adjustment (9 levels)
Power requirements	AC120V, 16A, 60Hz
Noise	75 dB or less (while operating)
Power consumption	Maximum 1.92 KW or less (including options)
Dimensions	25-1/2 in. (W) × 31-1/4 in. (D) × 45 in. (H)
Space requirements*2	5-1/4 in. (W) × 31-1/4 in. (D)
Memory	512 MB
Weight	Approx. 489 lb

*1 There are four F4 (Foolscap) sizes: 8-1/4 × 13 ▭, 8-1/8 × 13-1/4 ▭, 8-1/2 × 13 ▭ and 8 × 13 ▭. Any one of these sizes can be selected. For details, contact your technical representative.

*2 The indicated spaced requirements represent the space required to fully extend the bypass tray.

In order to incorporate improvements, these product specifications are subject to change without notice.

ADF

Specifications	
Document feed methods	Normal paper: Single-sided and double-sided documents “Mixed Original” function: Combination of single-sided and double-sided documents Z-folded original: Single-sided document Tab paper: Single-sided document
Document types	13-1/4 to 53-1/4 lb

Specifications	
Document sizes	Single-sided/double-sided documents: 11 × 17 ◪ to 5-1/2 × 8-1/2 ◪/▯ and 8-1/2 × 14 ◪ Mixed document sizes: Refer to Table 1.
Capacity of document feeder	Maximum 100 sheets (21-1/4 lb)
Power requirements	Supplied from main unit
Dimensions	24-1/2 in. (W) × 22-3/4 in. (D) × 6 in. (H)
Weight	Approx. 28-1/2 lb

Table 1: Possible combinations for mixed document sizes

Maximum Document Width → ↓ Document Size	11 × 17 ◪	8-1/2 × 11 ▯	8-1/2 × 14 ◪	8-1/2 × 11 ◪	5-1/2 × 8-1/2 ▯	5-1/2 × 8-1/2 ◪
11 × 17 ◪	○	○	—	—	—	—
8-1/2 × 11 ▯	○	○	—	—	—	—
8-1/2 × 14 ◪	○	○	○	○	○	—
8-1/2 × 11 ◪	○	○	○	○	○	—
5-1/2 × 8-1/2 ▯	○	○	○	○	○	—
5-1/2 × 8-1/2 ◪	—	—	—	—	—	○

○: Possible

—: Not possible

Option Specifications

Large Capacity Tray LU-401

Specifications	
Paper types	Normal paper (16 to 24 lb) Thick paper (24-1/4 to 53-1/4 lb), thin paper (13-1/4 to 15-3/4 lb)
Paper sizes	8-1/2 × 11 ▯, A4 ▯, B5 ▯, Width: 7-1/4 in. to 8-3/4in.; Length: 10 in. to 12-1/4 in.
Paper capacity	4,000 sheets (20 lb paper)
Power requirements	Supplied from main body
Dimensions	17 in. (W) × 25-1/4 in. (D) × 27-1/4 in. (H)
Weight	66 lb

Large Capacity Tray LU-402

Specifications	
Paper types	Normal paper (16 to 24 lb) Thick paper (24-1/4 to 53-1/4 lb), thin paper (13-1/4 to 15-3/4 lb)
Paper sizes	11 × 17▭, 8-1/2 × 11▭/▯, 8-1/2 × 14▭, F4[*1], A3 ▭ to A4▭/▯, Width: 7-1/4 in. to 18 in.; Length: 10 in. to 12-1/4 in.
Paper capacity	4,000 sheets (20 lb paper)
Power requirements	Supplied from main body
Dimensions	26-1/2 in. (W) × 25-1/4 in. (D) × 27-1/4 in. (H)
Weight	92-1/2 lb

[*1] There are four F4 (Foolscap) sizes: 8-1/4 × 13 ▭, 8-1/8 × 13-1/4 ▭, 8-1/2 × 13 ▭ and 8 × 13 ▭. Any one of these sizes can be selected. For details, contact your technical representative.

Finisher FS-504

Specifications	
Exit trays	Main tray, sub tray
Settings	Non-stapled, Offset, Staple
Paper types	Main tray: “Sort” and “Group” settings: Normal paper (16 to24 lb), thick paper (24-1/4 to 53-1/4 lb), thin paper (13-1/4 to 15-3/4 lb), label sheets, overhead projector transparencies, trace paper “Offset” + “Sort” and “Offset” + “Group” settings: Normal paper (16 to24 lb), thick paper (24-1/4 to 53-1/4 lb), thin paper (13-1/4 to 15-3/4 lb) Staple: Normal paper (16 to 21-1/4 lb) Sub tray: “Sort” and “Group” settings: Normal paper (16 to24 lb), thick paper (24-1/4 to 53-1/4 lb), thin paper (13-1/4 to 15-3/4 lb)
Paper sizes	Main tray: 11 × 17 to 5-1/2 × 8×-1/2 /, 8-1/2 × 14 and F4 Sub tray: 11 × 17 to 5-1/2 × 8×-1/2 /, 8-1/2 × 14 and F4
Paper capacity	Main tray: 1,500 sheets of 8-1/2 × 14-size paper or larger, 3,000 sheets of 8-1/2 × 11-size paper, or 500 sheets of 5-1/2 × 8-1/2-size paper or smaller 150 sets (8-1/2 × 11: 9 stapled pages) Sub tray: 200 sheets
Amount of shift	1-1/4 in.
Staple settings	Paper sizes (no. of bound pages): 11 × 17 to 5-1/2 × 8-1/2 and 8-1/2 × 14 (2 to 50 pages)
Power requirements	Supplied from main body
Dimensions	16-3/4 in. (W) × 25-3/4 in. (D) × 39 in. (H)
Weight	Approx.132-1/4 lb
Consumables	Staple cartridge

Finisher FS-602

Specifications	
Exit trays	Main tray, sub tray, BM tray
Settings	Non-stapled, Offset, Staple, Booklet, Tri-Fold

Specifications	
Paper types	Main tray: “Sort” and “Group” settings: Normal paper (16 to 24 lb), thick paper (24-1/4 to 53-1/4 lb), thin paper (13-1/4 to 15-3/4 lb), label sheets, overhead projector transparencies, trace paper “Offset” + “Sort” and “Offset” + “Group” settings: Normal paper (16 to 24 lb), thick paper (24-1/4 to 53-1/4 lb), thin paper (13-1/4 to 15-3/4 lb) Staple: Normal paper (16 to 21-1/4 lb) Sub tray: “Sort” and “Group” settings: Normal paper (16 to 24 lb), thick paper (24-1/4 to 53-1/4 lb), thin paper (13-1/4 to 15-3/4 lb) BM tray: Booklet (“Fold & Staple” settings) setting: Normal paper (16 to 21-1/4 lb) Booklet (“Half Fold” settings) : Normal paper (16 to 21-1/4 lb), thick paper (24-1/4 to 28 lb) “Tri-Fold” setting: Normal paper (16 to 21-1/4 lb), thick paper (24-1/4 to 28 lb)
Paper sizes	Main tray: 11 × 17 ◪ to 5-1/2 × 8-1/2 ◪/▯, 8-1/2 × 14 ◪ and F4 Sub tray: 11 × 17 ◪ to 5-1/2 × 8-1/2 ◪/▯, 8-1/2 × 14 ◪ and F4 BM tray: 11 × 17 ◪, 8-1/2 × 14 ◪ and 8-1/2 × 11 ◪
Paper capacity	Main tray: 1,500 sheets of 8-1/2 × 14-size paper or larger, 2,500 sheets of 8-1/2 × 11-size paper, 500 sheets of 5-1/2 × 8-1/2-size paper or smaller, or 100 sets (8-1/2 × 11: 9 stapled pages) Sub tray: 200 sheets BM tray: 20 sets (11 × 17: 5 sheets with the “Fold & Staple” setting), 33 sets (11 × 17: 3 sheets with the “Half Fold” setting), or 50 sets (1 sheet with the “Tri-Fold” setting)
Amount of shift	1-1/4 in.
Staple settings	Paper sizes (no. of bound pages): 11 × 17 ◪ to 5-1/2 × 8-1/2 ▯ and 8-1/2 × 14 ◪(2 to 50 pages)
Power requirements	Supplied from main unit
Dimensions	16-3/4 in. (W) × 25-3/4 in. (D) × 39 in. (H)
Weight	Approx. 143-1/4 lb
Consumables	Staples cartridge

Punch Kit PK-505

Specifications	
Number of punched holes	2 holes or 3 holes
Paper types	Normal paper (16 to 24 lb), Thick paper (24-1/4 to 34 lb)
Paper sizes	2 holes: 11 × 17◪ to 5-1/2 × 8-1/2 ◪/▯, 8-1/2 × 14 ◪ and F4 3 holes: 11 × 17◪ and 8-1/2 × 11 ◪
Power requirements	Supplied from finisher

Specifications	
Dimensions	5 in. (W) × 18-1/2 in. (D) × 4-1/2 in. (H)
Weight	Approx. 6-1/2 lb

Z-Folding Unit ZU-602

Specifications	
Number of punched holes	2 holes or 3 holes
Paper types with hole punching	Normal paper (16 to 24 lb)
Paper sizes with hole punching	11 × 17 ◪ to 5-1/2 × 8-1/2◪/▯ and 8-1/2 × 14 ◪
Fold types	Z-fold
Paper types with Z- fold	Normal paper (16 to 24 lb)
Paper sizes with Z- fold	11 × 17◪, 8-1/2 × 14◪
Power requirements	Supplied from an external outlet
Dimensions	6-3/4 in. (W) × 26 in. (D) × 36-1/2 in. (H)
Weight	Approx. 83-3/4 lb

Cover Sheet Feeder PI-501

Specifications	
Structure	Double paper feed unit (upper and lower)
Cover sheet paper types	Normal paper (16 to 24 lb) Thick paper (24-1/4 to 53-1/4 lb), thin paper (13-1/4 to 15-3/4 lb)
Cover sheet paper sizes	Upper tray: 8-1/2 × 11 ◪/▯ to 5-1/2 × 8-1/2 ◪/▯ Lower tray: 12 × 18 ◪ and 11 × 17 ◪ to 5-1/2 × 8-1/2 ◪/▯, Wide paper: Maximum 12-1/4 in. × 18 in
Paper capacity	200 sheets for both upper and lower trays
Power requirements	Supplied from finisher
Dimensions	20 in. (W) × 24-1/2 in. (D) × 8-3/4 in. (H)
Weight	Approx. 23-1/4 lb

Shift Tray SF-601

Specifications	
Paper types	Normal paper (16 to 24 lb), thick paper (24-1/4 to 53-1/4 lb), thin paper (13-1/4 to 15-3/4 lb)
Paper sizes	11× 17 ◪ to 5-1/2 × 8-1/2 ◪/▯

Specifications	
Paper capacity	500 sheets of 8-1/2 × 14-size paper or larger, 1,250 sheets of 8-1/2 × 11- size paper, or 100 sheets of 5-1/2 × 8-1/2-size paper or smaller
Amount of shift	1-1/4 in.
Power requirements	Supplied from main body
Power requirements	15-3/4 in. (W) × 23-1/2 in. (D) × 19 in. (H)
Weight	Approx. 33 lb

Accessories

Specifications	
bizhub 750/600 CD-ROM	1
Drum	1
Developer	1
Paper tray labels	1
User's Guides User's Guide [Copy Operations] User's Guide [Enlarge Display Operations] User's Guide [Box Operations] User's Guide [Network Scanner Operations]	1 each
Installation Manual	1
Working table	1
Internal heater	1
Sub power supply display labels	1

7 Copy Paper/Original

7 Copy Paper/Original

7.1 Copy Paper

Use paper that meets the following specifications.

Possible Paper Sizes

Custom-sized paper:

Paper Source		Paper Width	Paper Length
Bypass tray		3-15/16 in. to 12-5/16 in.	5-1/2 in. to 18 in.
Tray 3 and 4		7-3/16 in. to 12-3/8 in.	5-1/2 in. to 18 in.
LCT	LU-401	10 in. to 12-1/4 in.	7-1/4 in. to 8-3/4 in.
	LU-402	8-1/4 in. to 12-3/8 in.	7-11/16 in. to 18 in.
Double-sided copies		4-1/4 in. to 12-1/4 in.	5-3/4 in. to 18 in.

Standard-sized paper:

Paper Source		Paper Size
Bypass tray		11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯*1, 8-1/2 × 14 ▭*1, F4*1, A3 ▭ to B6 ▭*1, A6 ▭
Tray 1 and 2		8-1/2 × 11 ▯, 5-1/2 × 8-1/2 ▯*1, A4 ▯, B5 ▯, A5 ▯*1
Tray 3 and 4		11 × 17 ▭ to 5-1/2 × 8-1/2 ▯*1, 8-1/2 × 11 ▭*1/▯, 8-1/2 × 14 ▭*1, F4*1, A3 ▭ to A5 ▯*1
LCT	LU-401	8-1/2 × 11 ▯, A4 ▯, B5 ▯,
	LU-402	11 × 17 ▭ to 8-1/2 × 11 ▭*1/▯, 8-1/2 × 14 ▭*1, F4*1, A3 ▭ to A4 ▭/▯
Double-sided copies		11 × 17 ▭ to 5-1/2 × 8-1/2 ▯*1, 8-1/2 × 14 ▭*1, F4*1, A3 ▭ to A5 ▯*1
Finisher FS-504		Main tray: “Sort” and “Group” settings: 11 × 17▭ to 5-1/2 × 8-1/2 ▭/▯, 8-1/2 × 14▭ and F4 “Offset” + “Sort” and “Offset” + “Group” settings: 11 × 17▭ to 5-1/2 × 8-1/2▭/▯, 8-1/2 × 14▭ and F4 Staple: 11 × 17▭ to 5-1/2 × 8-1/2▭ Punch:11 × 17▭ to 5-1/2 × 8-1/2▭/▯ and 8-1/2 × 14▭*2 Sub tray: “Sort” and “Group” settings: 11 × 17▭ to 5-1/2 × 8-1/2 ▭/▯, 8-1/2 × 14▭ and F4

Paper Source	Paper Size
Finisher FS-602	Main tray: "Sort" and "Group" settings: 11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯, 8-1/2 × 14 ▭ and F4 "Offset" + "Sort" and "Offset" + "Group" settings:11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯, 8-1/2 × 14 ▭ and F4 Staple: 11 × 17 ▭ to 5-1/2 × 8-1/2 ▭, 8-1/2 × 14 ▭ and F4 Punch: 11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯ and 8-1/2 × 14 ▭ Sub tray: "Sort" and "Group" settings : 11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯, 8-1/2 × 14 ▭ and F4 BM tray: Booklet ("Half Fold" and "Fold & Staple" settings): 11 × 17 ▭, 8-1/2 × 14 ▭, 8-1/2 × 11 ▭ Tri-Fold: 8-1/2 × 11 ▭
Shift tray SF-601	11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯ and 8-1/2 × 14 ▭
Exit tray (standard)	11 × 17 ▭ to 5-1/2 × 8-1/2 ▭, 8-1/2 × 14 ▭*1, F4*1, A3 ▭ to B6 ▭, A6 ▯

*1Any of the following paper sizes can be selected from the Administrator Settings screen. (Refer to page 12-26.)

- A4▭ or 8-1/2 × 11▭
- A5▯ or 5-1/2 × 8-1/2▯
- 8-1/2 × 14 or F4

Select one size from the four F4 sizes available. For details, contact your technical representative.

*2Available only when the optional punch kit PK-505 or Z-folding unit ZU-602 is installed.

Paper Types and Paper Capacities

Paper Source / Paper Type		Normal Paper	Overhead Projector Transparencies	Trace Paper
Bypass tray		100 sheets	1 sheet	1 sheet
Tray 1		1,500 sheets (20 lb paper)	—	—
Tray 2		1,000 sheets (20 lb paper)	—	—
Tray 3 and 4		500 sheets (20 lb paper)	—	—
LCT	LU-401	4,000 sheets (20 lb paper)	—	—
	LU-402	4,000 sheets (20 lb paper)	—	—
Double-sided copies		○	—	—

Special Paper

Paper other than Normal paper, such as overhead projector transparencies and colored paper, is called special paper. Be sure to select a special paper setting for paper tray loaded with media such as overhead projector transparencies and colored paper in order to prevent operating errors.

Paper Type	Icon	Description
Special Paper		Select this setting when the paper that is loaded is from a particular manufacturer or special paper that is not usually used. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Thick Paper		Select this setting when the thick paper that is loaded has a weight of 24-1/4 to 53-1/4 lb. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Thin Paper		Select this setting when the Thin paper that is loaded has a weight of 13-1/4 to 15-3/4 lb. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
OHP		Select this setting when overhead projector transparencies are loaded. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Custom 1		Select this setting when custom paper 1 is loaded. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Custom 2		Select this setting when custom paper 2 is loaded. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Custom 3		Select this setting when custom paper 3 is loaded. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Tab Paper		Select this setting when tab paper is loaded. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.

Paper Type	Icon	Description
Recycled		Select this setting when recycled paper is loaded. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Colored Paper		Select this setting when colored paper is loaded. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Fine		Select this setting when fine paper is loaded. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Labels		Select this setting when label sheets are loaded. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Letterhead		Select this setting when the paper that is loaded is already printed with a company name or preset text and, therefore, should be differentiated from Normal paper. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.
Trace		Select this setting when trace paper is loaded. A paper tray with this setting is not automatically selected when the “Auto Paper Select” setting is specified or when the paper trays are switched automatically.

Precautions for Paper

The following types of paper should not be used, otherwise decreased print quality, paper misfeeds or damage to the machine may occur.

- Overhead projector transparencies that have already been fed through the machine (even if the transparency is still blank)
- Paper that has been printed on by a heat-transfer printer or an inkjet printer
- Paper that is either extremely thick or extremely thin
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Damp paper, perforated paper, or paper with punched holes
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Paper that has been treated, such as carbon-backed, heat-sensitive or pressure-sensitive paper
- Paper that has been decorated with foil or embossing
- Paper of a non-standard shape (not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc. attached

Paper Storage

Observe the following precautions when storing the paper.

- Store paper in a cool, dark location with little humidity.
- If the paper becomes damp, paper misfeeds may occur.
 Paper that has not been loaded should be kept wrapped or placed in a plastic bag and stored in a cool, dark location with little humidity.
- Store the paper laying flat, not standing on its edge.
 Curled paper may cause paper misfeeds.
- Keep paper out of the reach of children.

Automatic Tray Switching Feature

If the selected paper tray runs out of paper while a job is being printed and a different paper tray is loaded with paper meeting the following conditions, the other paper tray is automatically selected so printing can continue. If the optional large capacity tray LU-401/LU-402 is installed, a maximum of 7,600 copies (with 8-1/2 × 11 ▯ (20lb) paper) can be made continuously. (The paper tray is automatically switched only if the “ATS Permission” parameter in the Utility mode is set to “Permit”.)

Operating Conditions

- The paper is the same size.
- The paper is positioned in the same orientation.
- The paper is the same type.
- Paper trays that are selected when the paper tray is automatically switched.



Detail

For details on the specifying the paper trays that are selected when the paper tray is automatically switched, refer to “System Setting” on page 12-14.

Order for Selecting the Paper Trays

When a different paper tray is automatically selected, the next paper tray is chosen from the priority list specified using the “Auto Tray Select Setting” parameter of Utility mode.



Detail

To change the order in which the paper trays are selected, refer to “System Setting” on page 12-14.

7.2 Specifying the Paper Setting for the Bypass Tray

This section describes the procedures for specifying the size and type of paper loaded in the bypass tray.

Detail

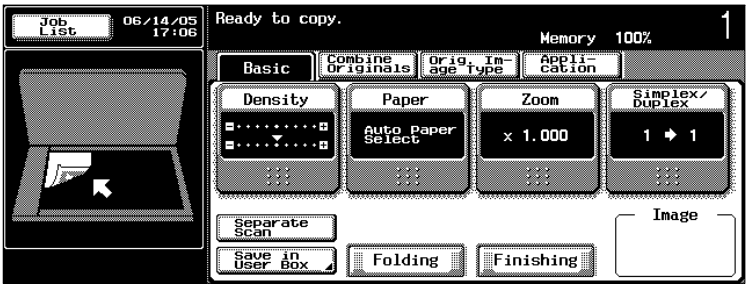
For details on specifying paper settings for the tray 3 and 4, refer to "Specifying Paper Settings for Paper Trays" on page 7-22.

For details on loading the paper into the bypass tray, refer to "Loading Paper Into the Bypass Tray" on page 2-44.

To automatically detect the paper size ("Auto Paper Select" setting)

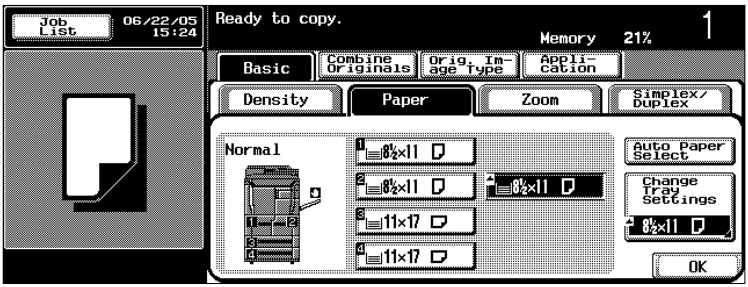
The size of the paper loaded into the bypass tray can be detected automatically.

1 In the Basic screen, touch [Paper].

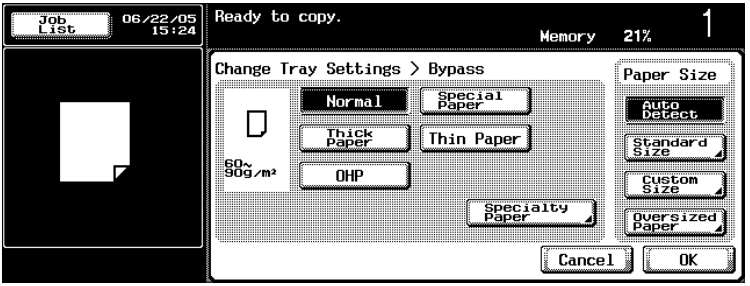


The Paper screen appears.

2 Touch the button for the bypass tray, and then touch [Change Tray Settings].



3 Touch [Auto Detect].



4 Touch [OK] twice.

The Basic screen appears again.

...

Note

The factory default setting is "Auto Detect".

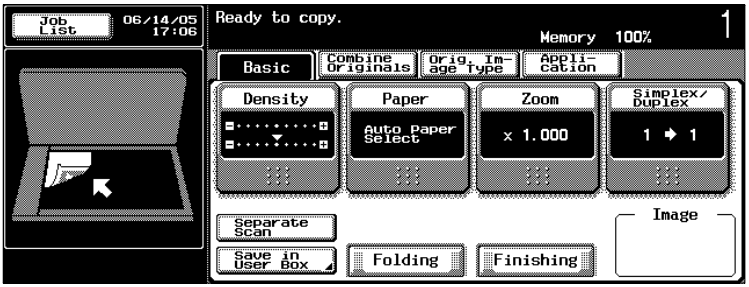
To specify a paper size (Standard Size settings)

Specify the Paper setting for the bypass tray if the size cannot be detected automatically.

This is useful, for example, in an environment where the machine is often loaded with paper, such as AB-sized paper, whose size cannot be detected automatically.

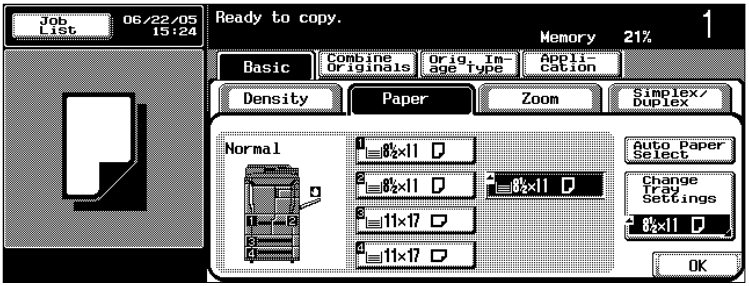
The following procedure describes how to specify the setting for A4▭ paper loaded into the bypass tray.

1 In the Basic screen, touch [Paper].

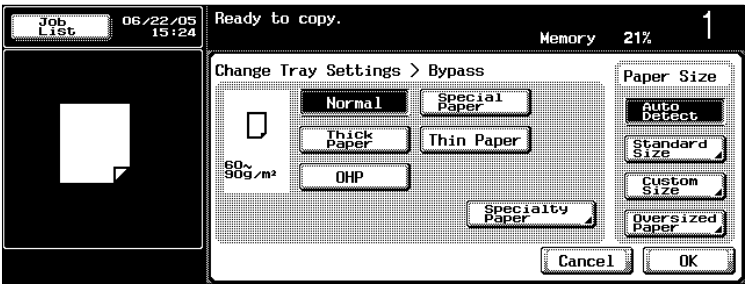


The Paper screen appears.

2 Touch the button for the bypass tray, and then touch [Change Tray Settings].

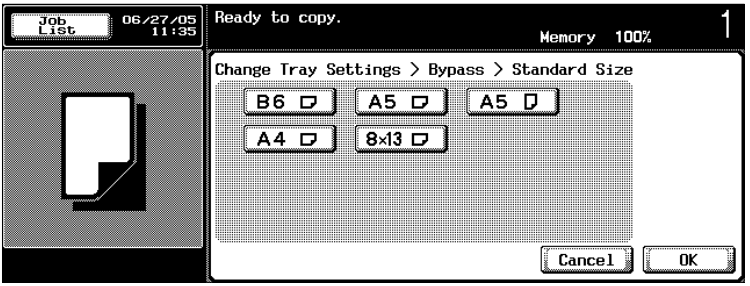


3 Touch [Standard Size].



The Standard Size screen appears.

4 Touch [A4].



5 Touch [OK] three times.

The Basic screen appears again.

...

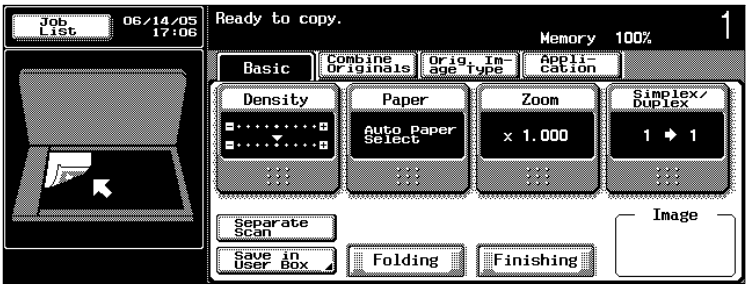
Reminder

If paper other than the specified paper size is loaded, a paper misfeed may occur since the paper size is not automatically detected.

To specify a non-standard paper size (Custom Size settings)

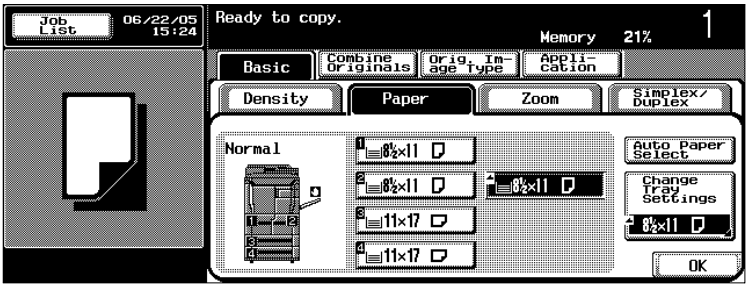
If non-standard-sized paper is loaded into the bypass tray, it will be necessary to specify the paper size.

1 In the Basic screen, touch [Paper].

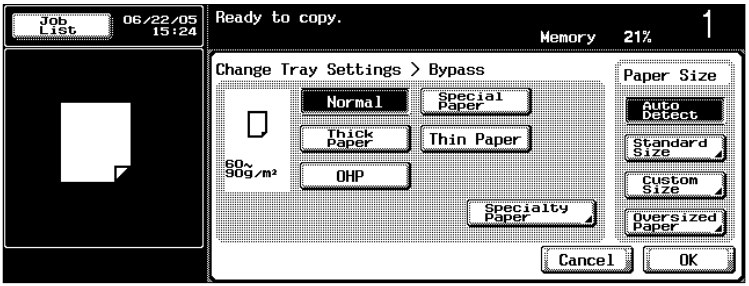


The Paper screen appears.

2 Touch the button for the bypass tray, and then touch [Change Tray Settings].

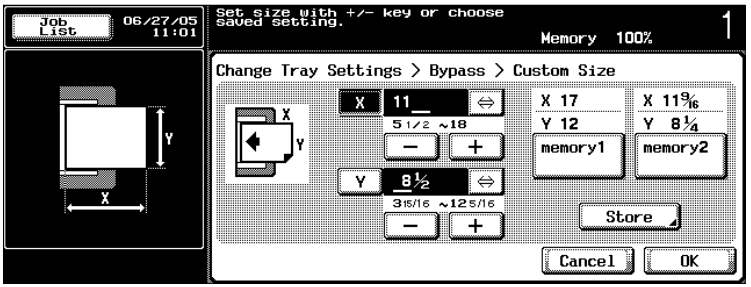


3 Touch [Custom Size].



The Custom Size screen appears.

4 Type in the length (X) and width (Y) of the paper.



- Touch [X], touch [↔] to switch between the integer and the fraction, and then touch [–] and [+] to type in the length of side X. (5-1/2 in. to 18 in.)
- Touch [Y], touch [↔] to switch between the integer and the fraction, and then touch [–] and [+] to type in the length of side Y. (3-15/16 in. to 12-5/16 in.)
- If a decimal value is displayed in the screen, use the keypad to type in the length. For details on switching between decimal and fraction values, refer to “System Setting” on page 12-14.
- If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message “Input Error” appears. Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

? Can paper sizes be stored?

➔ Two specified non-standard paper sizes can be stored.

➔ For details on storing paper sizes, refer to “To store a non-standard paper size (Custom Size settings Store)” on page 7-14.

➔ To recall a stored paper size, touch [memory1] or [memory2].

➔ The names of the stored paper sizes “memory1” and “memory2” can be changed. For details on changing the names, refer to “To store a non-standard paper size (Custom Size settings Store)” on page 7-14.

5 Touch [OK] three times.

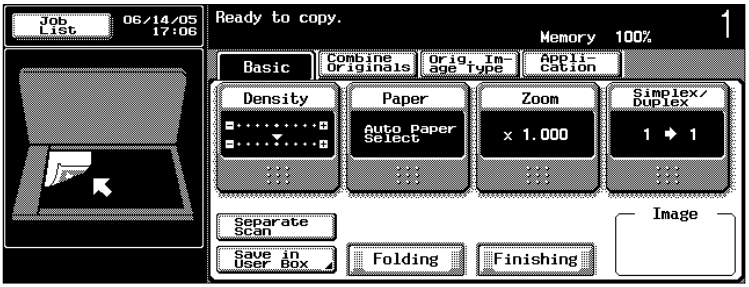
The Basic screen appears again.

To store a non-standard paper size (Custom Size settings Store)

Two non-standard paper sizes can be stored.

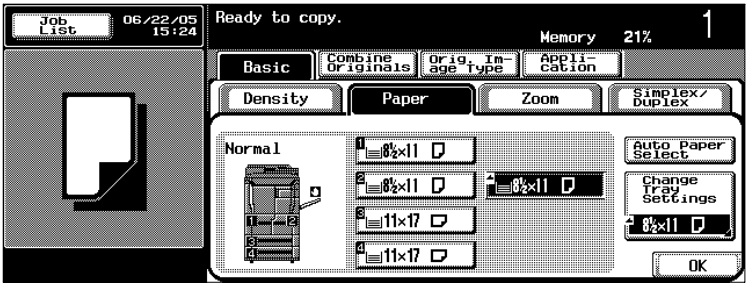
Storing paper sizes that are used often allows the paper size to be quickly selected, without having to re-enter the setting.

1 In the Basic screen, touch [Paper].

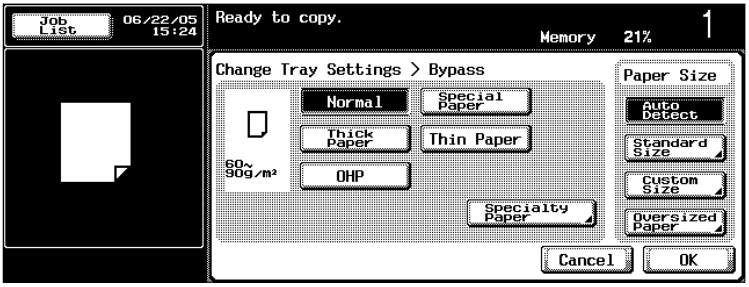


The Paper screen appears.

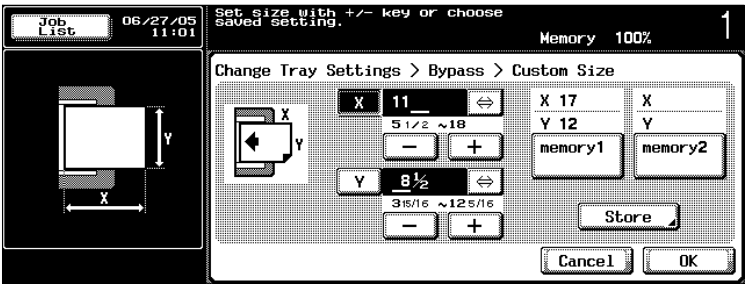
2 Touch the button for the bypass tray, and then touch [Change Tray Settings].



3 Touch [Custom Size].

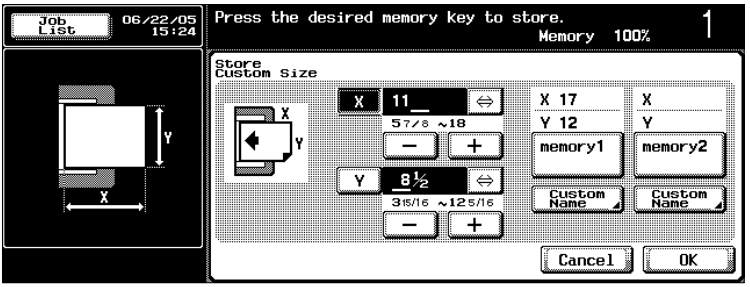


4 Specify the X and Y sides of the paper, and then touch [Store].



- Touch [X], touch [↔] to switch between the integer and the fraction and then touch [–] and [+] to type in the length of side X. (5-1/2 in. to 18 in.)
- Touch [Y], touch [↔] to switch between the integer and the fraction and then touch [–] and [+] to type in the length of side Y. (3-15/16 in. to 12-5/16 in.)
- Check the illustration in the screen for the sides that are considered as X and Y.
- If a decimal value is displayed in the screen, use the keypad to type in the length. For details on switching between decimal and fraction values, refer to “System Setting” on page 12-14.
- If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message “Input Error” appears. Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

5 Touch [memory1] or [memory2].

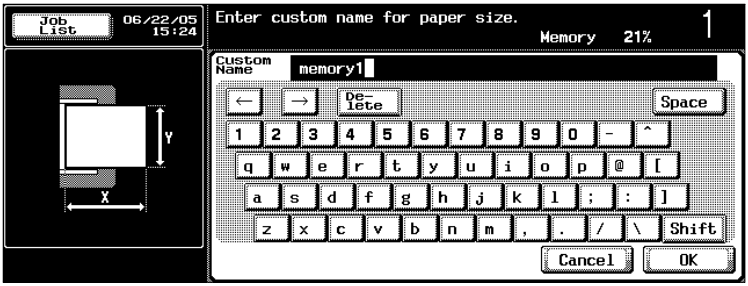


? How can the name of the stored paper size be changed?

➔ Touch [Custom Name], then type the new name into the Custom Name screen that appeared, and then touch [OK].

➔ Use the keyboard that appeared in the screen to type in the new name, and then touch [OK].

➔ For details on typing in text, refer to “Entering Text” on page 13-2.



6 Touch [OK] four times.

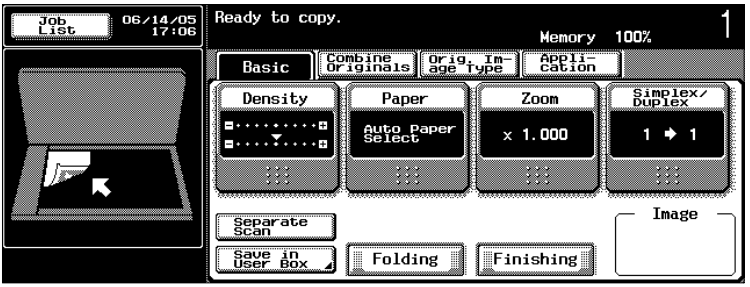
The Basic screen appears again.

To select a setting for oversized paper (Oversized Paper settings)

If oversized paper is loaded into the bypass tray, it will be necessary to specify the paper size.

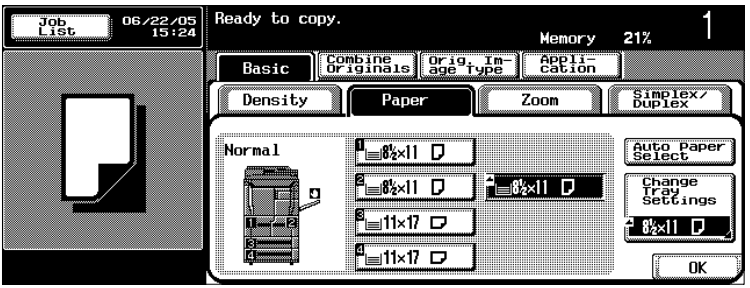
Oversized paper is larger than the standard size and allows copies of standard-sized original to be printed so that there is no loss at the edges. For example, if 11 × 17oversized paper is used, an area up to 18 in. × 12-5/16 in. can be printed, allowing the entire area of an 11 × 17-size original to be printed.

1 In the Basic screen, touch [Paper].

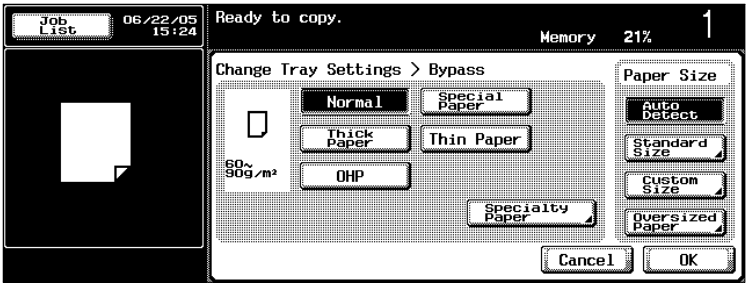


The Paper screen appears.

2 Touch the button for the bypass tray, and then touch [Change Tray Settings].



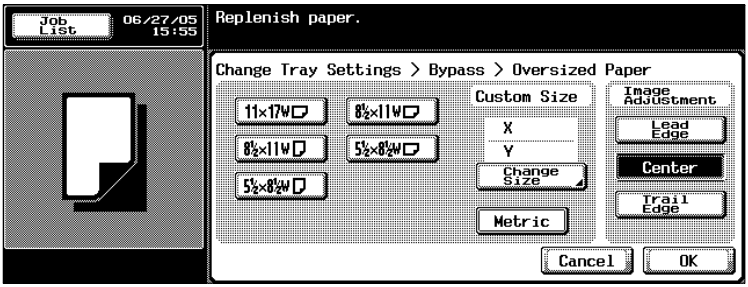
3 Touch [Oversized Paper].



The Oversized Paper screen appears.

4 Select the size of the paper to be loaded and image adjustment.

– To select a paper size in centimeters, touch [Metric]. The list of paper sizes in centimeters appears.

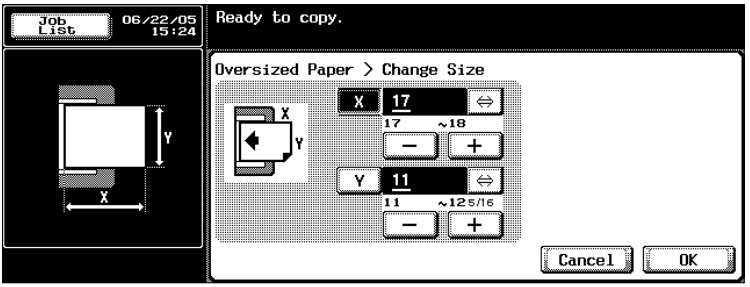


5 To change the size, touch [Change Size].

The Change Size screen for oversized paper appears.

6 Specify the length (X) and width (Y) of the paper, and then touch [OK].

- Touch [X] or [Y], touch [↔] to switch between the integer and the fraction, and then touch [–] and [+] to specify the size of the paper.
- If a decimal value is displayed in the screen, use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to “System Setting” on page 12-14.
- If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message “Input Error” appears. Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.



7 Touch [OK] four times.

The Basic screen appears again.

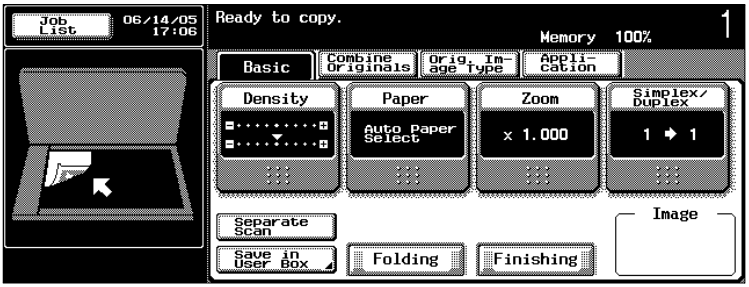
Note

The selected size button is programmed with the entered paper size, so that the paper size is available to be selected again without having to be typed in. In addition, the size can be changed.

To specify a setting for special paper

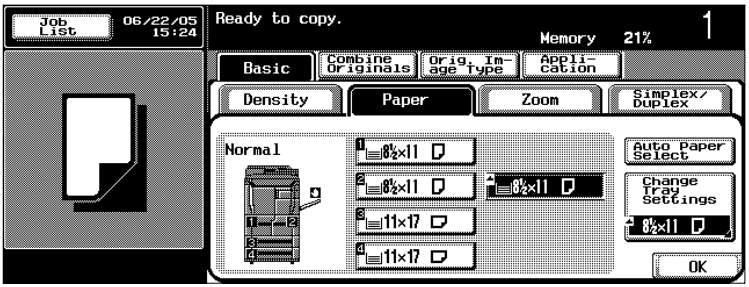
If a setting for special paper, such as overhead projector transparencies and other special paper, is selected for the bypass tray, the bypass tray is not selected automatically with the “Auto Paper Select” setting or the automatic tray switching feature.

1 In the Basic screen, touch [Paper].



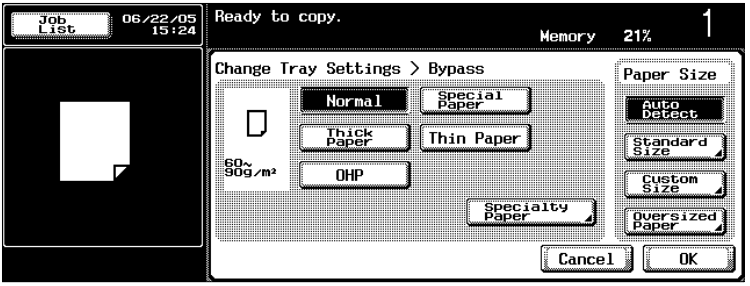
The Paper screen appears.

2 Touch the button for the bypass tray, and then touch [Change Tray Settings].



3 Specify the appropriate setting for the type of special paper loaded.

– Touch the button for the desired special paper.



? What types of paper can be loaded in the bypass tray?

→ To specify “Letterhead”, “Tab Paper”, “Trace”, “Custom 1”, “Custom 2”, “Custom 3”, “Recycled”, “Fine”, “Labels”, “Colored Paper” touch [Specialty Paper] in the Change Settings of Selected Tray screen.

4 Touch [OK] twice.

The Basic screen appears again.

...

Reminder

If overhead projector transparencies or thick paper is loaded into the bypass tray, be sure to select the corresponding paper type, otherwise a paper misfeed may occur.

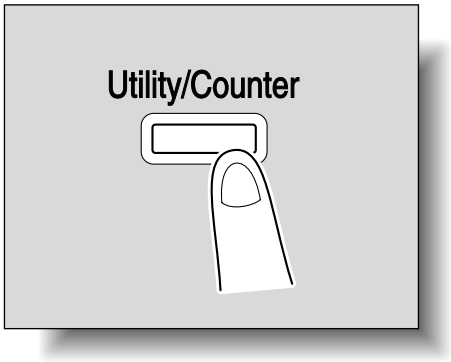
7.3 Specifying Paper Settings for Paper Trays

This section describes the procedures for specifying the size of paper loaded in the tray 3 and 4 and the type of paper loaded in each paper tray.

To display the Paper Tray Setting screen

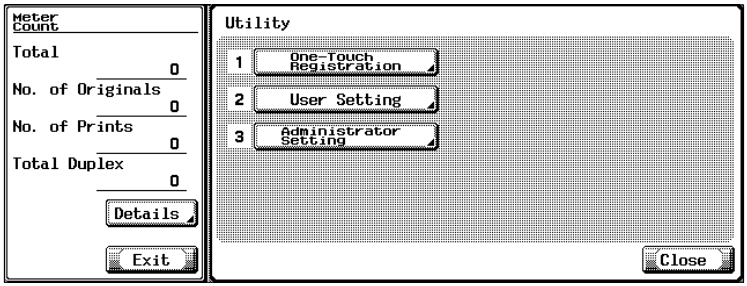
The following procedure describes how to display the Paper Tray Setting screen.

1 Press the [Utility/Counter] key.



2 Touch [2 User Setting].

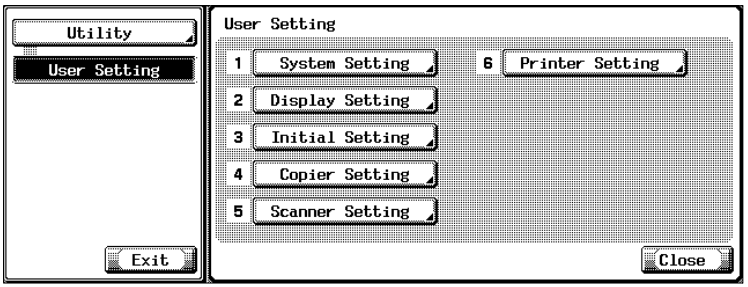
- An item can also be selected by pressing the key in the keypad for the number beside the desired button.
- For “2 User Setting”, press the [2] key in the keypad.



The User Setting screen appears.

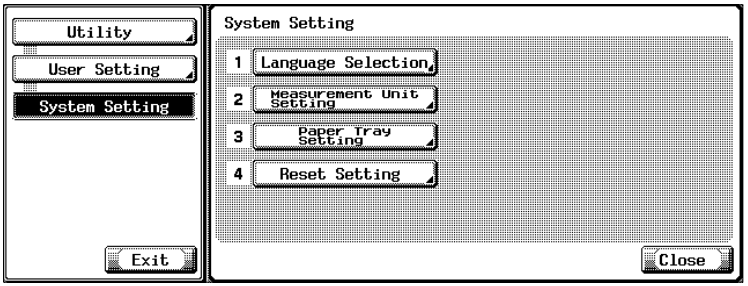
3 Touch [1 System Setting].

- To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key.
- Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Scan or Box mode appears.

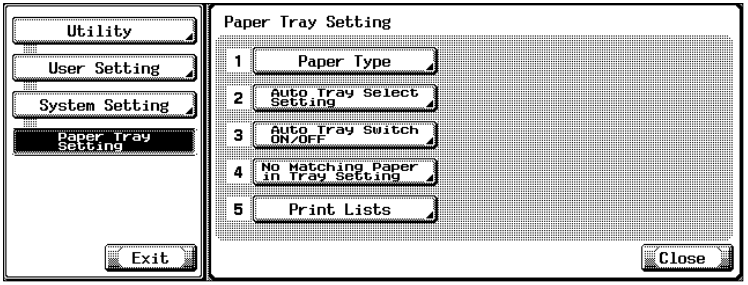


The System Setting screen appears.

4 Touch [3 Paper Tray Setting].



The Paper Tray Setting screen appears.



...

Note

To change the paper size for paper loaded into the tray 1 and 2 and the LCT (LU-401/LU-402), contact your technical representative.

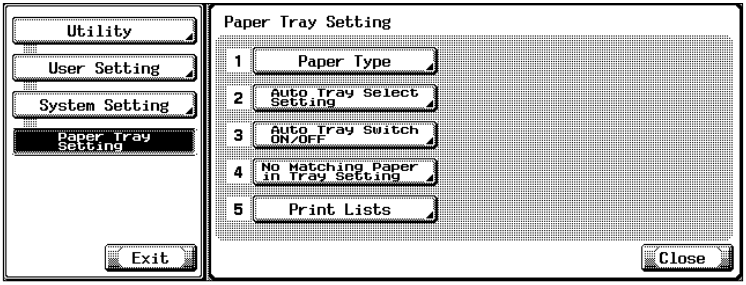
To specify a standard paper size (Standard Size 1 settings)

A standard paper size can be set for the tray 3 and 4.

The following procedure describes how to specify the setting for standard-sized paper loaded into the tray 3.

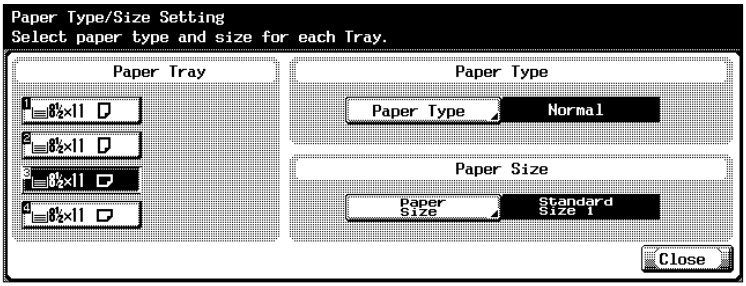
1 In the Paper Tray Setting screen, touch [1 Paper Type].

- For details on displaying the Paper Tray Setting screen, refer to "To display the Paper Tray Setting screen" on page 7-22.
- For details on changing the paper size for the tray 3 and 4, refer to "Loading Paper of a Different Size Into Paper Trays" on page 2-51.



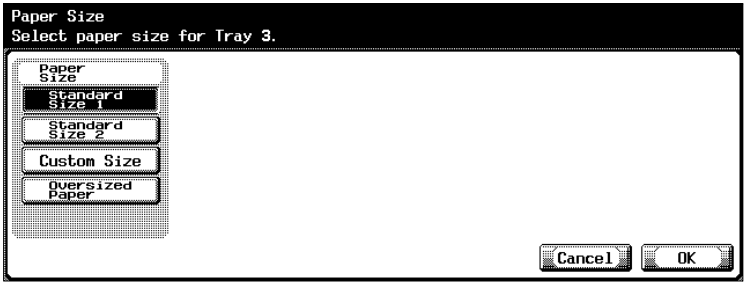
The Paper Type screen appears.

2 Touch the button for the tray 3, and then touch [Paper Size].



The Paper Size screen appears.

3 Touch [Standard Size 1].



– The Paper Size screen that appears differs depending on the paper size type that is selected.

4 Touch [OK].

If standard-sized paper is loaded into a paper tray, the paper size is automatically detected.

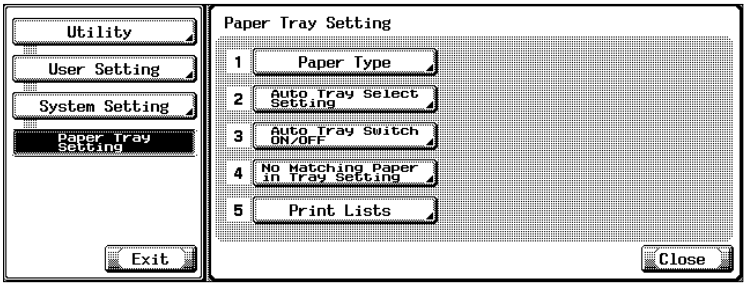
To specify a setting for standard special-sized paper (Standard Size 2 settings)

If standard centimeter-sized paper is being used in the tray 3 and 4, specify a setting for standard special-sized paper.

The following procedure describes how to specify the setting for standard special-sized paper loaded into the tray 3.

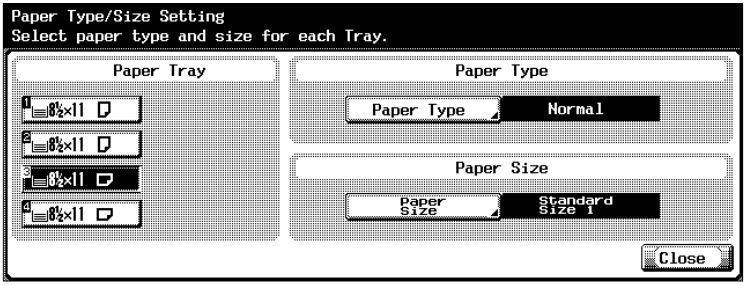
1 In the Paper Tray Setting screen, touch [1 Paper Type].

– For details on displaying the Paper Tray Setting screen, refer to "To display the Paper Tray Setting screen" on page 7-22.
– For details on changing the paper size for the tray 3 and 4, refer to "Loading Paper of a Different Size Into Paper Trays" on page 2-51.



The Paper Type screen appears.

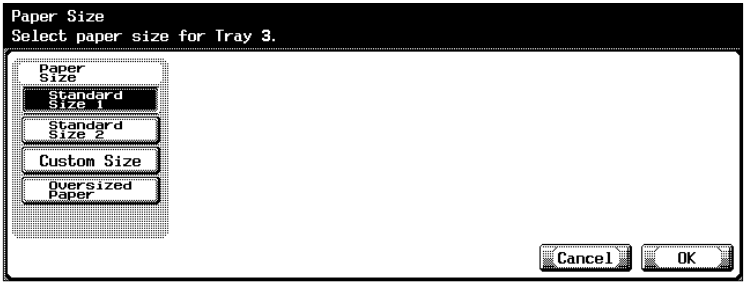
2 Touch the button for the tray 3, and then touch [Paper Size].



The Paper Size screen appears.

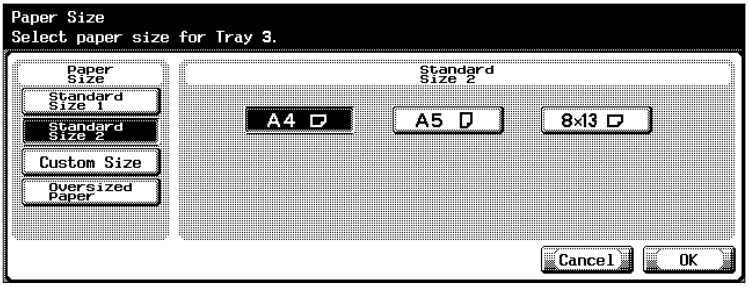
3 Touch [Standard Size2].

– The Paper Size screen that appears differs depending on the paper size type that is selected.



Buttons for the available paper sizes appear.

4 Select the size of the paper to be loaded.



5 Touch [OK].

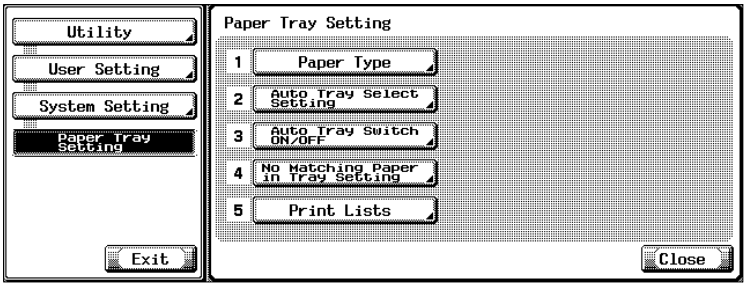
To specify a non-standard paper size (Custom Size settings)

If custom-sized paper is being used in the tray 3 and 4, specify a setting for custom-sized paper.

The following procedure describes how to specify the setting for custom-sized paper loaded into the tray 3.

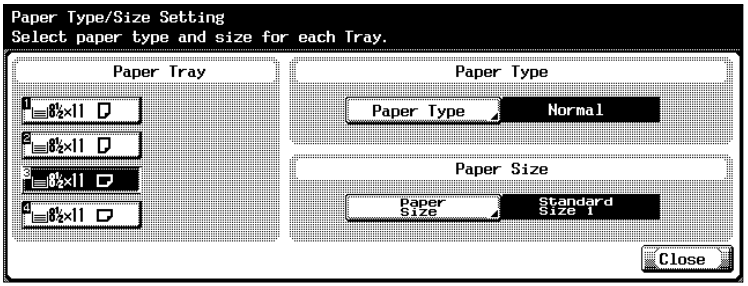
1 In the Paper Tray Setting screen, touch [1 Paper Type].

- For details on displaying the Paper Tray Setting screen, refer to "To display the Paper Tray Setting screen" on page 7-22.
- For details on changing the paper size for the tray 3 and 4, refer to "Loading Paper of a Different Size Into Paper Trays" on page 2-51.



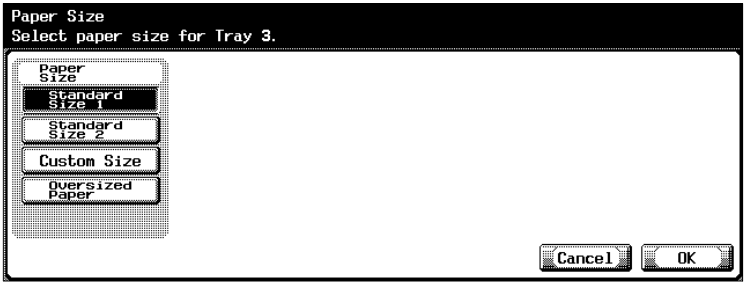
The Paper Type screen appears.

2 Touch the button for the tray 3, and then touch [Paper Size].



The Paper Size screen appears.

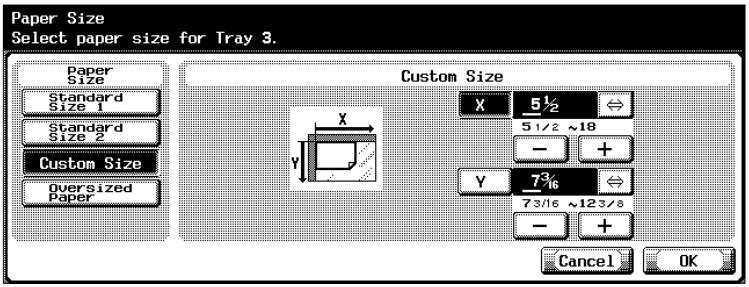
3 Touch [Custom Size].



– The Paper Size screen that appears differs depending on the paper size type that is selected.

4 Type in the length (X) and width (Y) of the paper.

– Touch [↔] to switch between the integer and the fraction, and then touch [–] and [+] to type in the length of side X. (5-1/2 in. to 18 in.)
– Touch [↔] to switch between the integer and the fraction, and then touch [–] and [+] to type in the length of side Y. (7-3/16 in. to 12-3/8 in.)
– If a decimal value is displayed in the screen, use the keypad to type in the length. For details on switching between decimal and fraction values, refer to “System Setting” on page 12-14.
– If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message “Input Error” appears. Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.



5 Touch [OK].

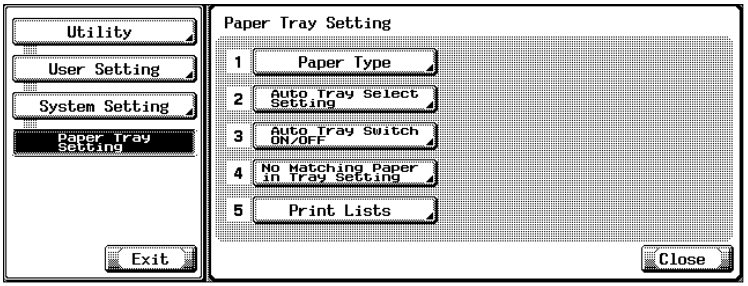
To select a setting for oversized paper (Oversized Paper settings)

If paper larger than a standard size is being used in the tray 3 and 4, specify a setting for oversized paper.

The following procedure describes how to specify the setting for oversized paper loaded into the tray 3.

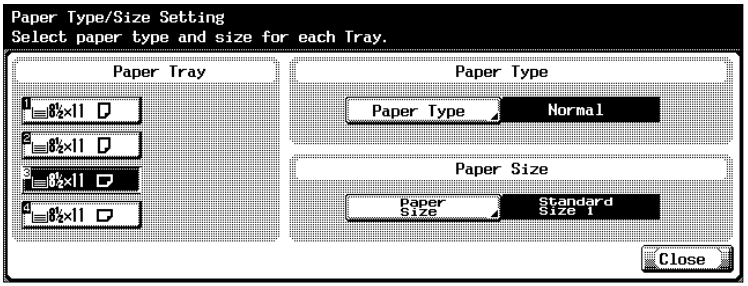
1 In the Paper Tray Setting screen, touch [1 Paper Type].

- For details on displaying the Paper Tray Setting screen, refer to "To display the Paper Tray Setting screen" on page 7-22.
- For details on changing the paper size for the tray 3 and 4, refer to "Loading Paper of a Different Size Into Paper Trays" on page 2-51.



The Paper Type screen appears.

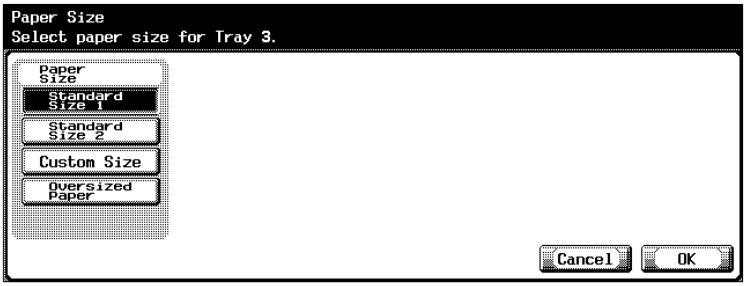
2 Touch the button for the tray 3, and then touch [Paper Size].



The Paper Size screen appears.

3 Touch [Oversized Paper].

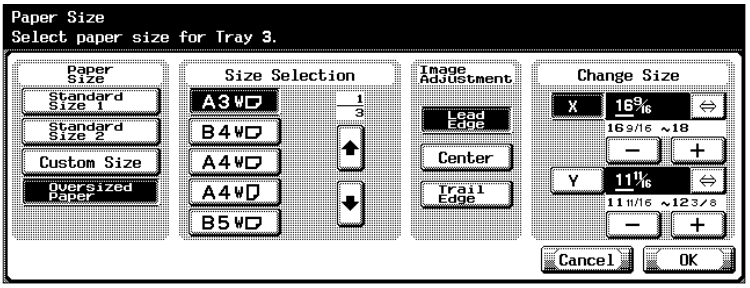
– The Paper Size screen that appears differs depending on the paper size type that is selected.



Buttons for the available paper sizes appear.

4 Select the size of the paper to be loaded.

– Touch [X] or [Y] in “Change size”, touch [↔] to switch between the integer and the fraction, and then touch [–] and [+] to specify the size of the paper.
– If a decimal value is displayed in the screen, use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to “System Setting” on page 12-14.
– If a decimal value is displayed in the screen and the specified value is outside the allowable range, the message “Input Error” appears. Type a value within the allowable range. If the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.



5 Select the desired image position.

6 Touch [OK].

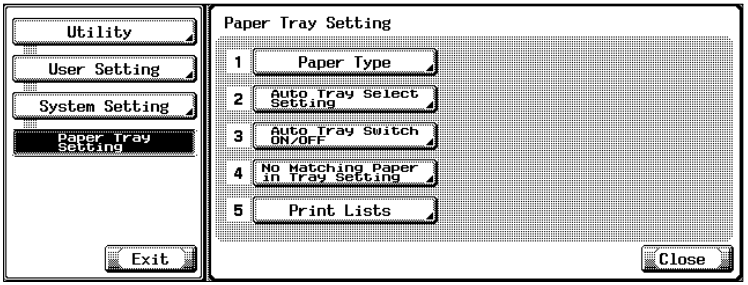
To specify a paper type

A setting can be specified for the type of paper loaded into the tray 1, 2, 3 and 4 and the LCT (LU-401/LU-402).

The following procedure describes how to specify the setting for the type of paper loaded into the tray 1.

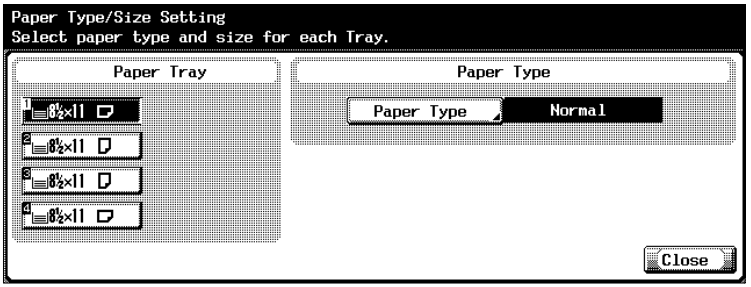
1 In the Paper Tray Setting screen, touch [1 Paper Type].

– For details on displaying the Paper Tray Setting screen, refer to “To display the Paper Tray Setting screen” on page 7-22.



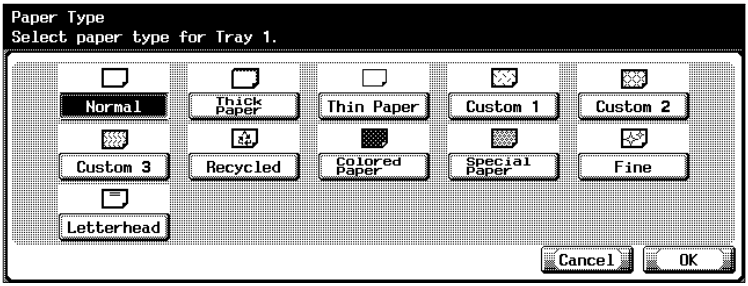
The Paper Type screen appears.

2 Touch the button for the tray 1, and then touch [Paper Type].



The Paper Type screen appears.

3 Select the type of paper to be loaded.



4 Touch [OK].

7.4 Originals

When making copies, position the original into the ADF or on the original glass.

To copy original that cannot be positioned into the ADF, position them on the original glass.

Original That Can Be Positioned into the ADF

There are four methods for using the ADF.

- Normal method
- For original of mixed sizes
- For Z-folded original
- For original on tab paper

There are limits on the types of original that can be positioned with each method.

Normal method

	Single-Sided Original	Double-Sided Original
Original paper type/ Weight	Normal paper: 16 lb to 24 lb	
Original size	11 × 17 ▭ to 5-1/2 × 8-1/2 ▭/▯ and 8-1/2 × 14 ▭	
Paper capacity	100 sheets (21-1/4 lb paper)	

For documents of mixed sizes

	Single-Sided Original	Double-Sided Original
Original paper type/ Weight	13-1/4 lb to 53-1/4 lb	
Original size	Refer to “Mixed originals paper sizes”.	
Paper capacity	100 sheets (21-1/4 lb paper)	

Mixed originals paper sizes

The following chart shows the possible combinations of standard-sized paper that can be used with the “Mixed Original” setting.

Maximum Original Width*1→ ↓ Original Size*2	11 × 17 ▭	8-1/2 × 11 ▯	8-1/2 × 14 ▭	8-1/2 × 11 ▭	5-1/2 × 8-1/2 ▯	5-1/2 × 8-1/2 ▭
11 × 17 ▭	○	○	–	–	–	–
8-1/2 × 11 ▯	○	○	–	–	–	–
8-1/2 × 14 ▭	○	○	○	○	○	–
8-1/2 × 11 ▭	○	○	○	○	○	–
5-1/2 × 8-1/2 ▯	○	○	○	○	○	–
5-1/2 × 8-1/2 ▭	–	–	–	–	–	○

○: Possible

–: Not possible

Detail

**1Indicates the width of the widest original size of the mixed originals (width of the adjustable original guides of the ADF)*

**2Indicates original sizes that can be specified together with the maximum original width*

For Z-folded documents

	Single-Sided Documents
Original paper type/Weight	Normal paper:16 lb to 24 lb, thick paper: 24-1/4 lb to 53-1/4 lb, thin paper: 13-1/4 lb to 15-3/4 lb
Original size	11 × 17, 8-1/2 × 14, 8-1/2 × 11▭/▯, 5-1/2 × 8-1/2▭/▯, A3, B4, A4, B5▭/▯, B6▭
Paper capacity	100 sheets (21-1/4 lb paper)

Note

Z-folded original can only be scanned using the ADF.

Precautions for Positioning Original into the ADF

The following types of original should not be positioned into the ADF, otherwise paper misfeeds or damage to the original may occur.

- Wrinkled, folded, curled, or torn original
- Highly translucent or transparent original, such as overhead transparencies or trace paper
- Coated original such as carbon-backed paper
- Original printed on paper thicker than 53-1/2 lb
- Original printed on paper thinner than 9-1/4 lb
- Original printed on paper thicker than 29-1/2 lb during double-sided copying
- Original that are bound, for example, with staples or paper clips
- Original that are bound in a book or booklet
- Original that are bound together with glue
- Original pages that have been cut or contain cutouts
- Label sheets
- Offset printing masters
- Original with binder holes
- Original that have just been printed with this machine



Reminder

Before positioning folded original, such as those folded in half or in three, into the ADF, be sure to flatten the pages.

Original That Can Be Placed on the Original Glass

To copy original that cannot be positioned into the ADF, position them on the original glass.

	Original Glass Original
Original type	Sheets, books (spreads), three-dimensional objects
Original size	11 × 17 ◪ to 5-1/2 × 8-1/2 ◪/▯ A3 ◪ to B6 ◪
Maximum weight	15 lb

Precautions for Positioning Original on the Original Glass

Observe the following precautions when placing the original on the original glass.

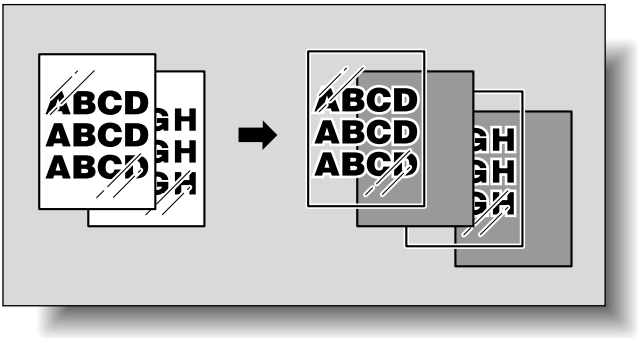
- The size of original printed on paper in metric sizes (such as A3 , B4, A4) cannot be automatically detected. The setting must be specified by the technical representative. For details, contact the technical representative.
- If a custom-sized original is positioned, the “Auto Paper Select” and “Auto Zoom” settings cannot be used since the original size cannot be detected automatically. If a custom-sized original is positioned, select the size of the paper to be copied.
- If highly translucent or transparent original, such as overhead transparencies or trace paper, are positioned, the original size cannot be detected automatically. Place a blank sheet of paper of the same size over the original.
- Do not place objects exceeding 15 lb on the original glass, otherwise the original glass may be damaged.
- If a book is placed on the original glass, do not press it down extremely hard, otherwise the original glass may be damaged.

8 Application Functions

8 Application Functions

8.1 Inserting Paper Between Overhead Projector Transparencies ("OHP Interleave" Function)

In order to prevent copies printed onto overhead projector transparencies from sticking together as a result of the heat that is produced during copying, paper (interleaf) can be inserted between the transparencies.



Detail

For details on loading overhead projector transparencies, refer to "Paper Types and Paper Capacities" on page 7-3, "Loading Paper Into the Bypass Tray" on page 2-44.

To copy using the “OHP Interleave” function

- ✔ Finishing settings, such as the Staple, Punch and Folding settings, cannot be used. The copies are fed into the main tray of optional finisher FS-504/FS-602.
 With the “OHP Interleave” function, the original cannot contain pages of mixed sizes.
- ✔ The Finishing setting cannot be changed.
- ✔ The number of copies is set to “1” and cannot be changed.
- ✔ One interleaf will be inserted between overhead projector transparencies.
- ✔ Load the overhead projector transparencies into the bypass tray one at a time in the ▯ orientation.
- ✔ Specify that the overhead projector transparencies are loaded into the bypass tray. For details, refer to “Order for Selecting the Paper Trays” on page 7-7.

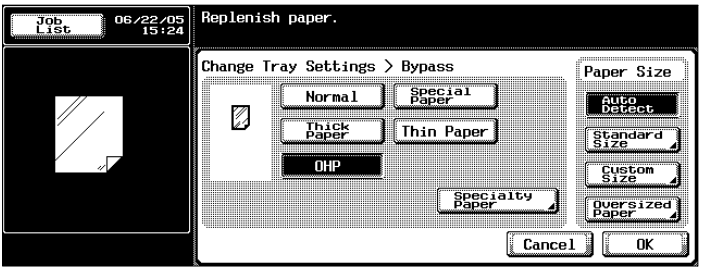
1 Position the original to be copied.

– For details on positioning the original, refer to “Positioning the Original” on page 3-7.

2 Position overhead projector transparencies into the bypass tray.

– Use interleaf paper with the same size as the overhead projector transparencies, and load them in the ▯ orientation.
– For details on loading paper into the bypass tray, refer to “Loading Paper Into the Bypass Tray” on page 2-44.

3 Select “OHP” for the paper in the bypass tray.



Touch [Paper] in the Basic screen, touch the button for the bypass tray, touch [Change Tray Settings], and then touch [OHP].

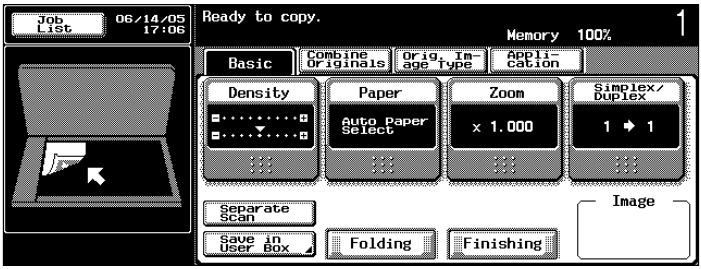
4 Touch [OK].

The Paper screen appears.

5 Load paper of the same size as the overhead projector transparencies into a paper tray other than the bypass tray.

– For details on loading paper into the paper trays, refer to “Loading Paper Into the Tray 1 or 2” on page 2-39, “Loading Paper Into the Tray 3 or 4” on page 2-41, and “Loading Paper Into the Bypass Tray” on page 2-44.

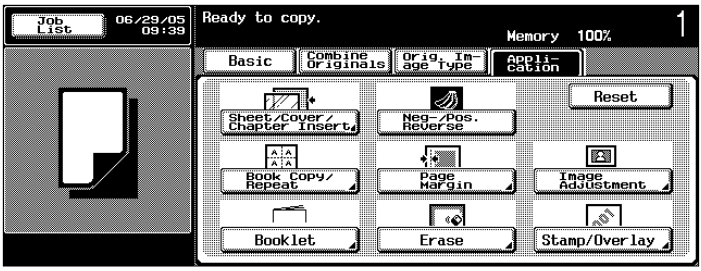
6 Touch [Application].



The Application screen appears.

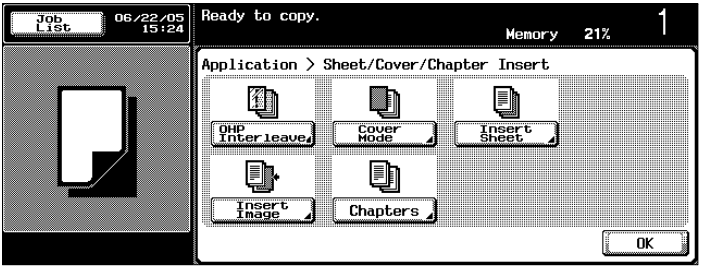
7 Touch [Sheet/Cover/Chapter Insert].

– To cancel all settings for the Application functions, touch [Reset].



The Sheet/Cover/Chapter Insert screen appears.

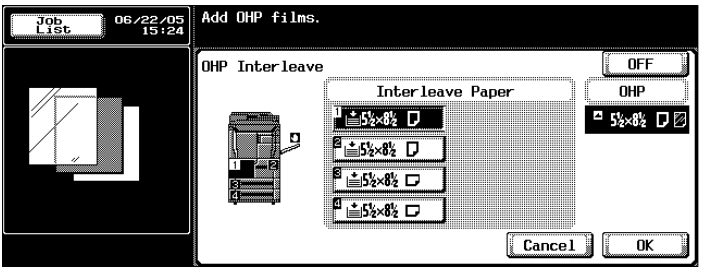
8 Touch [OHP Interleave].



The OHP Interleave screen appears.

9 Select the paper tray loaded with the interleaf paper.

– To cancel changes to the settings, touch [Cancel].
– To cancel the “OHP Interleave” function, touch [OFF].



10 Touch [OK] twice.

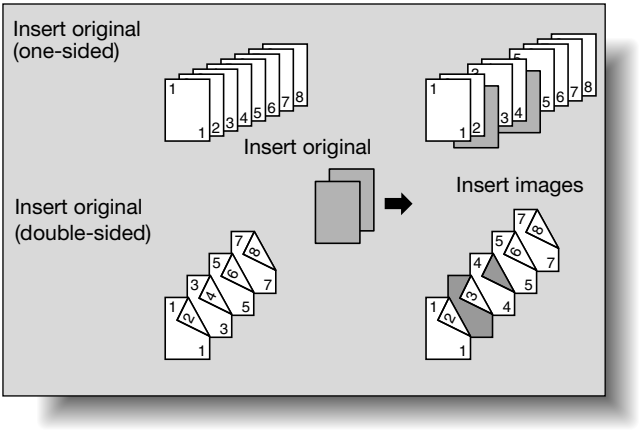
11 If necessary, specify any other copy settings.

12 Press the [Start] key.

8.2 Inserting Copies of a Different Original at a Specified Location ("Insert Image" Function)

Multiple images later scanned from the original glass can be inserted at the specified locations in an original first scanned with the ADF. The inserted pages are added after the specified document pages.

When specifying a page in a double-sided original, the front and back sides of one page are considered as two pages. Therefore, to specify the back side of the second page of the original, specify "4".





Detail

Images can be inserted at a maximum of 30 locations within an original of up to 999 pages.

For details on positioning the original, refer to "Positioning the Original" on page 3-7.

For an original that exceeds 100 pages, refer and "Scanning the Original in Separate Batches ("Separate Scan" Setting)" on page 3-11.

To cancel all settings for the Application functions, touch [Reset].



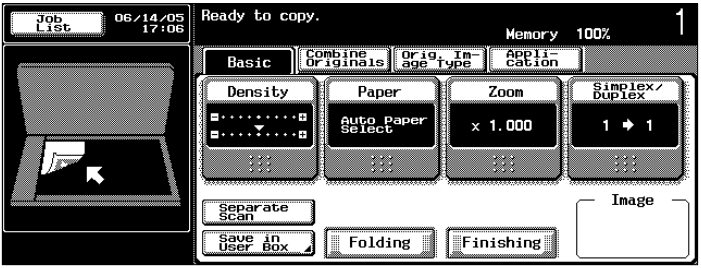
Reminder

Position the original in order, starting with the first page. The copy will not be printed as desired if the original is position starting with the last page.

To copy using the "Insert Image" function

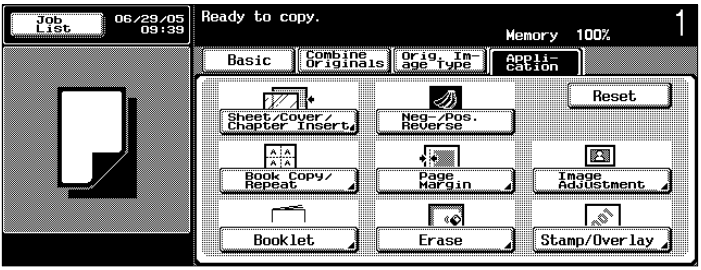
1 Load the main original (the one that the other original will be inserted into) into the ADF.

2 Touch [Application].



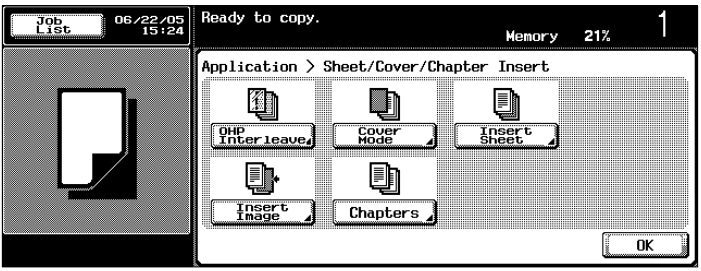
The Application screen appears.

3 Touch [Sheet/Cover/Chapter Insert].



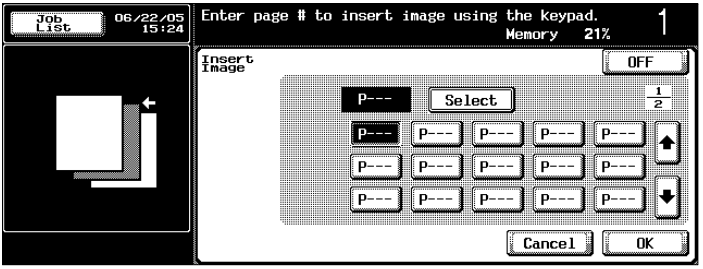
The Sheet/Cover/Chapter Insert screen appears.

4 Touch [Insert Image].



The Insert Image screen (for specifying settings) appears.

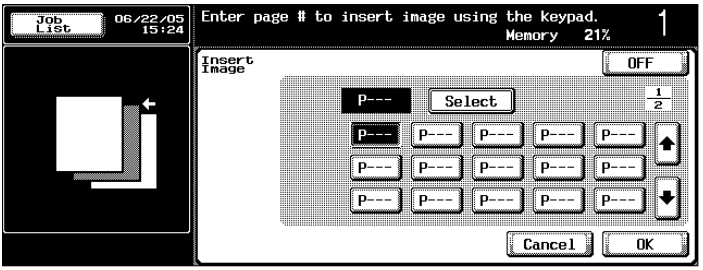
5 Touch the buttons for the insert position setting.



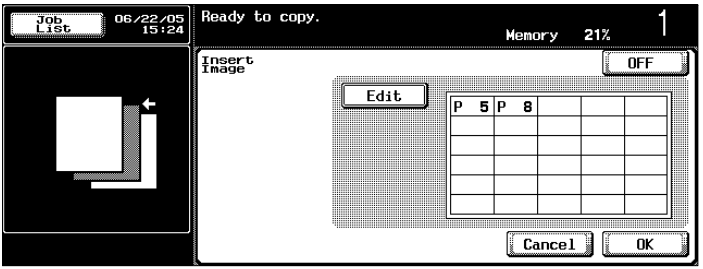
– To cancel changes to the settings, touch [Cancel].
– To cancel the “Insert Image” function, touch [OFF].

6 Using the keypad, specify the pages where the image is to be inserted. The inserted page is added after the specified original page.

Insert Image screen (for editing settings)



Insert Image screen (for applying settings)



– Touch [Select] to enter the specified pages and display the Insert Image screen (with the list of specified pages).

? What will happen if there are more insertion pages than the number of pages that are specified?

➔ The remaining insertion pages are added at the end of the original.

? What will happen if there are fewer insertion pages than the number of pages that are specified?

→ Nothing is inserted after the excess specified page numbers.

? What will happen if the same page number is specified twice?

→ Two insertion pages are added at the specified location.

? What will happen if the specified page number is greater than the number of pages in the original?

→ The insertion page is added at the end of the original.

? How can the list of the last 15 specified page numbers be displayed instead of the list of the first 15 specified page numbers?

→ Touch [] or [].

? How can a specified page number be removed?

→ Touch [Edit] to return to the Image Insert screen (with the list of specified pages). Touch the button for the page to be removed, and then press the [C] (clear) key in the keypad to remove the page number.

7 Touch [OK] twice.

8 If necessary, specify any other copy settings.

9 Using the keypad, type in the desired number of copies.

10 Press the [Start] key.

Scanning of the main original begins.

11 Place the original to be inserted on the original glass.

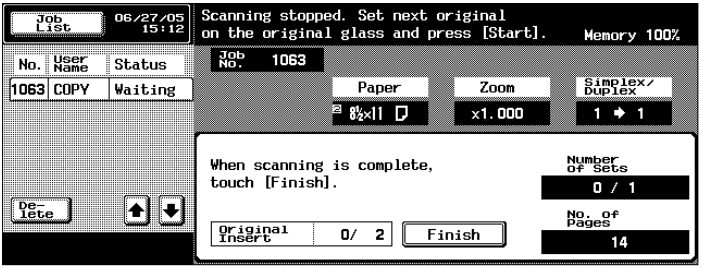
12 Press the [Start] key.

Scanning of the original to be inserted begins.

? What should be done if there are multiple original to be inserted?

→ Repeat steps 11 and 12 until all original to be inserted are scanned.

13 Touch [Finish].



14 Press the [Start] key.

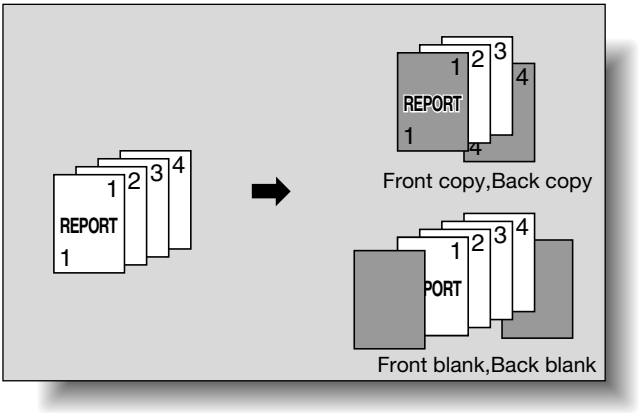
Printing begins.

8.3 Adding Cover Pages ("Cover Mode" Function)

Copies can be made using paper different from the cover pages and main body of the document (excluding the cover pages) and cover pages can be added using paper different from the copy.

The following types of cover pages and front and back cover page settings are available.

Setting	Description
Front (Copy)	The first page of the original is copied onto paper for the front cover sheet. With double-sided copying, the second page of the original is copied onto the back of the front cover sheet.
Front (Blank)	Paper for the front cover sheet is added as the first page of the copy. The same operation is performed with double-sided copying.
Back (Copy)	The last page of the original is copied onto paper for the back cover sheet. With double-sided copying, a double-sided copy of the last two pages of the original is printed on paper for the back cover sheet if the original contains an even number of pages.
Back (Blank)	Paper for the back cover sheet is added after the last page of the copy. The same operation is performed with double-sided copying.



To copy using the "Cover Mode" function

1 Position the original to be copied.

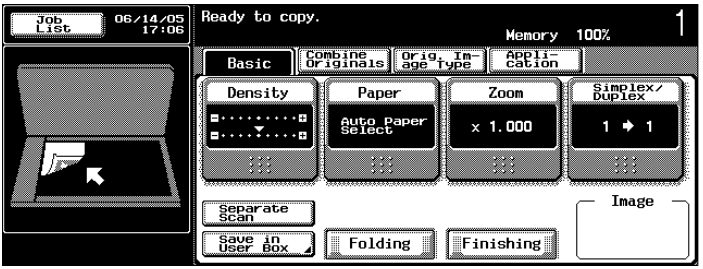
- For details on positioning the original, refer to "Positioning the Original" on page 3-7.
- For an original that exceeds 100 pages, refer "Scanning a Multi-Page Original from the Original Glass" on page 3-13 and "Scanning the Original in Separate Batches ("Separate Scan" Setting)" on page 3-11.

2 Load the paper for the cover pages and the paper for the main body of the original into separate paper trays.

- Use paper with the same size for the cover pages and for the main body of the original, and load them in the same orientation.

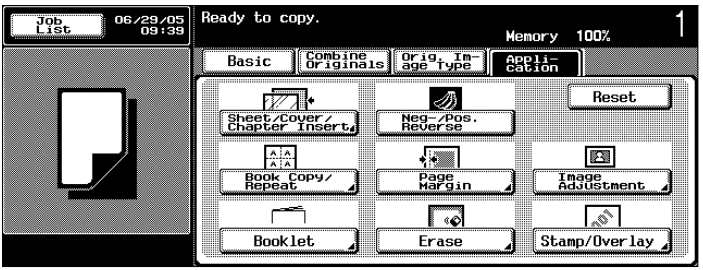
3 Touch [Application].

The Application screen appears.



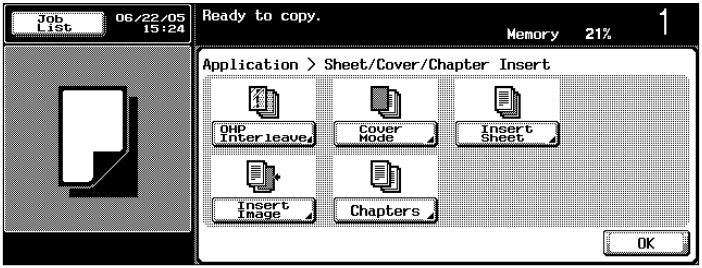
4 Touch [Sheet/Cover/Chapter Insert].

- To cancel all settings for the Application functions, touch [Reset].



The Sheet/Cover/Chapter Insert screen appears.

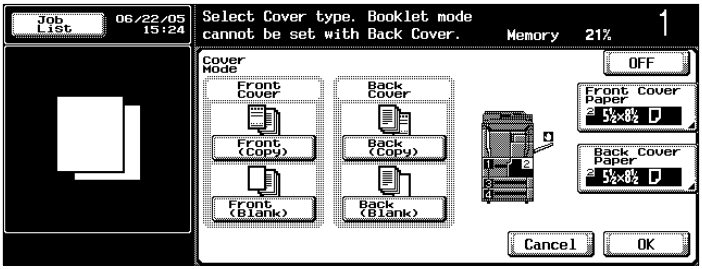
5 Touch [Cover Mode].



The Cover Mode screen appears.

6 Select the desired cover sheet format.

- The default setting for the paper tray loaded with cover pages can be specified from the Utility mode. For details, refer to “Copier Setting” on page 12-21.
- To cancel changes to the copy settings, touch [Cancel].
- To cancel the “Cover Mode” function, touch [OFF].



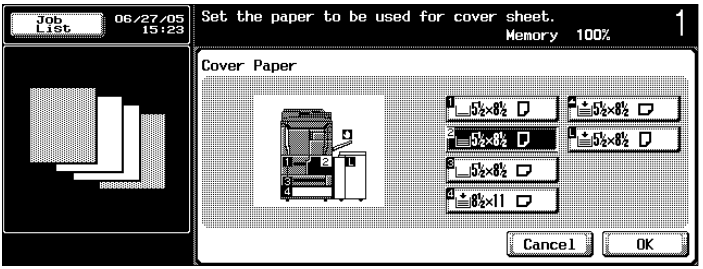
7 Select the paper tray loaded with the paper for the cover pages.

- Depending on the desired setting, touch [Front Cover Paper] or [Back Cover Paper].

The corresponding Cover Paper screen appears.

8 Select the paper tray loaded with the paper for the cover pages.

- Optional paper trays (F1 and F2) appear only if optional cover sheet feeder PI-501 is installed.
- As a factory default, tray2 is selected for both the “Front Cover Paper” and the “Back Cover Paper”.
- If a tray of the cover sheet feeder is selected, the original cannot be copied onto the cover pages. Instead, only blank pages will be inserted.



9 Touch [OK] three times.

10 If necessary, specify any other copy settings.

11 Using the keypad, type in the desired number of copies.

12 Press the [Start] key.

8.4 Inserting Cover Pages ("Insert Sheet" Function)

Paper different from the copy is used to add insertions at the specified locations.

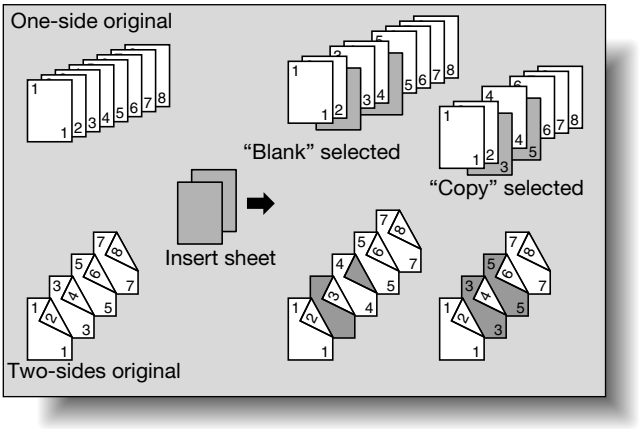
There are settings ("Copy" and "Blank") for selecting whether or not the inserted pages are printed. Depending on the selected settings, the original is copied as shown below.

If "11" is specified as an insertion page with "Copy" selected

1-Side/2-Sides Setting	Description
"1 > 1"	The 11th page of the original is copied onto insertion paper that is inserted as the 11th page of the copy.
"1 > 2"	The 11th and 12th pages of the original are copied onto insertion paper that is inserted as the 6th page of the copy. When "12" is specified, this results in the same.
"2 > 2"	The 11th page of the original is copied onto insertion paper that is inserted as the 11th page of the copy.
"2 > 1"	Only the front side of the 6th page of the original is copied onto insertion paper that is inserted as the 11th page of the copy.

If "11" is specified as an insertion page with "Blank" selected

1-Side/2-Sides Setting	Description
"1 > 1"	A blank page is inserted as the 12th page of the copy.
"1 > 2"	The 11th page of the original is copied as the front side of the 6th page of the copy and a blank page is inserted as the 7th page of the copy.
"2 > 2"	A blank page is inserted as the 12th page of the copy.
"2 > 1"	The front side of the 11th page of the original is copied as the 6th page of the copy and a blank page is inserted as the 7th page of the copy.



Detail

The insertion can be added at a maximum of 30 locations within an original of up to 999 pages.

For details on positioning the original, refer to "Positioning the Original" on page 3-7.

For an original that exceeds 100 pages, refer "Scanning the Original in Separate Batches ("Separate Scan" Setting)" on page 3-11.

To cancel all settings for the Application functions, touch [Reset].

Optional paper trays (F1 and F2) appear when optional cover sheet feeder PI-501 is installed; however, they cannot be set.

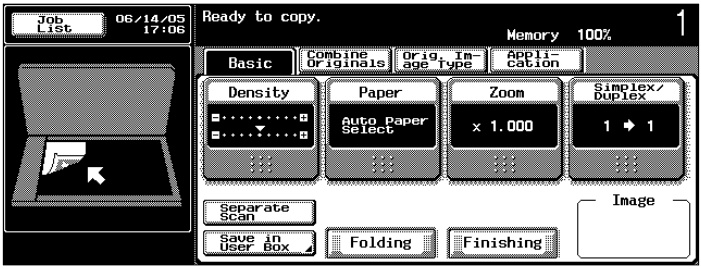
To copy using the "Insert Sheet" function

1 Position the original to be copied.

2 Load the paper to be used as the insertion into the desired paper tray. Load the paper for copying the original into a different paper tray.

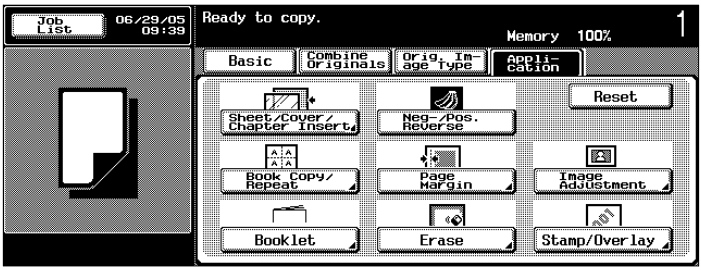
– Use paper with the same size for the cover pages and for the main body of the original, and load them in the same orientation.

3 Touch [Application].



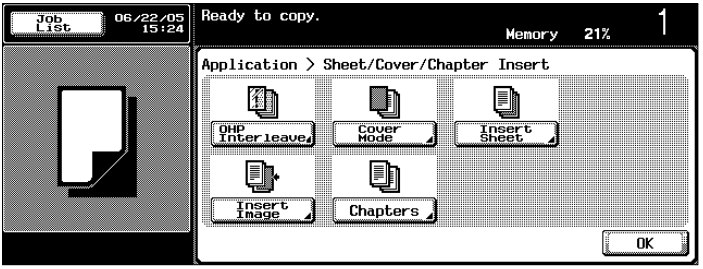
The Application screen appears.

4 Touch [Sheet/Cover/Chapter Insert].



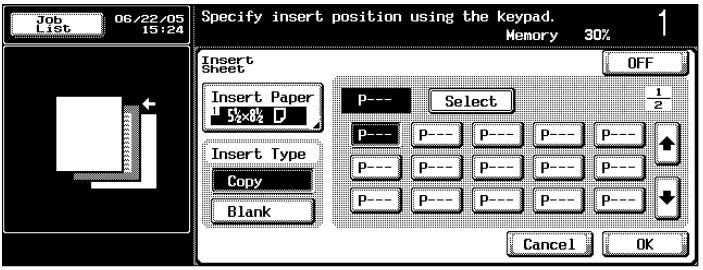
The Sheet/Cover/Chapter Insert screen appears.

5 Touch [Insert Sheet].



The Insert Sheet screen (for specifying settings) appears.

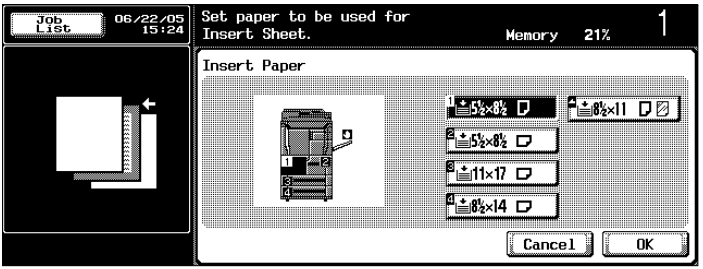
6 Touch [Insert Paper].



– To cancel changes to the copy settings, Touch [Cancel].
– To cancel the “Insert Sheet” function, Touch [OFF].

The Insert Paper screen appears.

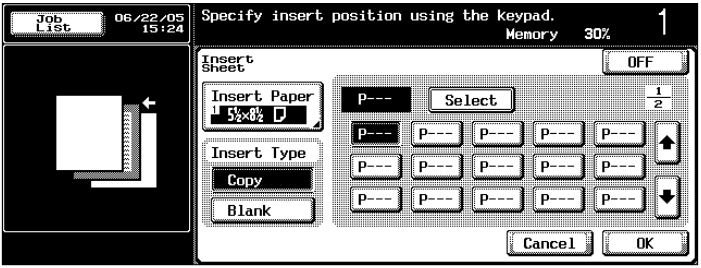
7 Touch the button for the paper tray loaded with the paper for the insertion.



8 Touch [OK].

The Insert Sheet screen (for specifying settings) appears.

9 Under Insert Type, touch either [Copy] or [Blank].

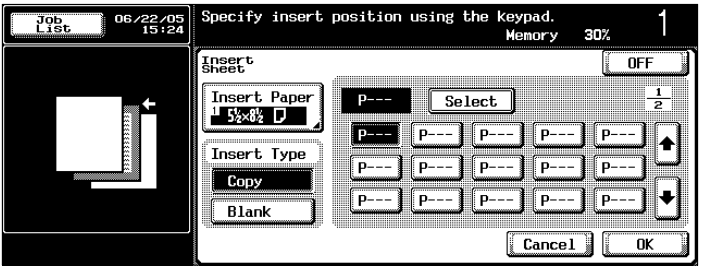


- To insert a copy page at the specified location, touch [Copy].
- To insert a blank page at the specified location, touch [Blank].

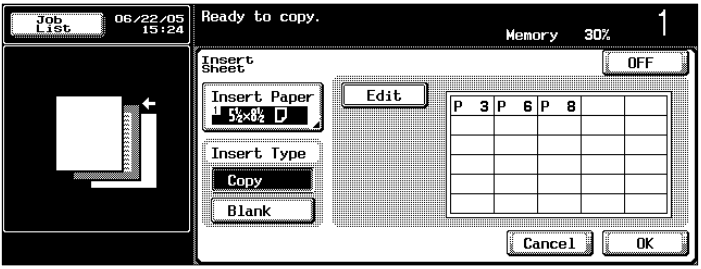
10 Touch the buttons for the insert position setting.

11 Using the keypad, specify the pages where the paper is to be inserted.

Insert Sheet screen (for editing settings)



Insert Sheet screen (for applying settings)



- If “Copy” was selected in step 9, the specified original page is printed on paper from the paper tray specified in step 7.
- If “Blank” was selected in step 9, paper from the paper tray specified in step 7 is inserted after the specified page.
- Touch [Select] to enter the specified pages and display the Insert Sheet screen (with the list of specified pages).

? Do the page numbers have to entered starting with the smallest number?

➔ It is not necessary. The page numbers will automatically be sorted after they are entered.

? What will happen if the same page number is specified twice?

➔ There is no change to print result since the specified page number in the document is the same.

? What will happen if the specified page number is greater than the number of pages in the original?

➔ Those page numbers are ignored.

? How can a specified page number be removed?

➔ Touch [Edit] to return to the Sheet Cover Insertion screen (with the list of specified pages). Touch the button for the page to be removed, and then press the [C] (clear) key in the keypad to remove the page number.

12 Touch [OK] twice.

13 If necessary, specify any other copy settings.

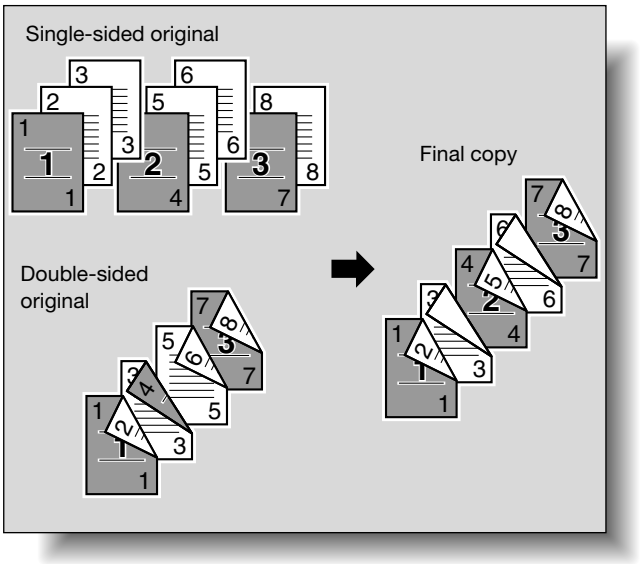
14 Using the keypad, type in the desired number of copies.

15 Press the [Start] key.

8.5 Specifying Pages To Be Printed on the Front Side ("Chapters" Function)

This function is used to specify pages that will be printed on the front side the paper when making double-sided copied. If the original was arranged so that the specified page would be printed on the back side of a page, the page is left blank and the specified page is printed on the front side of the next page.

When copying double-sided documents while using the "Chapters" function, each side of one page of the document is considered two separate pages. In addition, paper tray loaded with paper for specific pages can be specified.





Detail

A maximum of 30 pages can be specified to be printed on the front side of the paper within an original of up to 999 pages.

When the "Chapters" function is set, the "1 > 2" Simplex/Duplex setting is automatically selected.

If a double-sided document is loaded, select "2>2".

"Simplex/Duplex" is set to "1 > 2".

For details on positioning the original, refer to "Positioning the Original" on page 3-7.

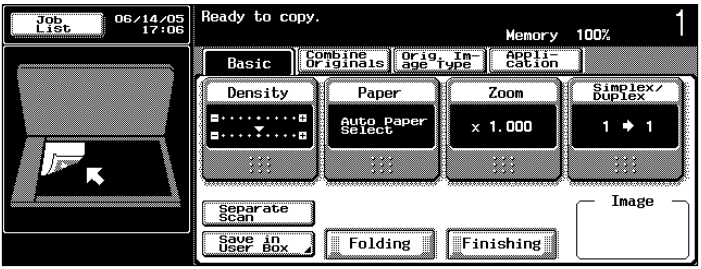
For an original that exceeds 100 pages, refer to "Scanning the Original in Separate Batches ("Separate Scan" Setting)" on page 3-11.

To cancel all settings for the Application functions, touch [Reset].

To copy using the “Chapters” function

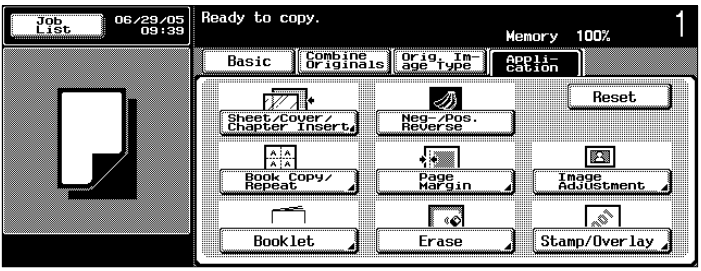
1 Position the original to be copied.

2 Touch [Application].



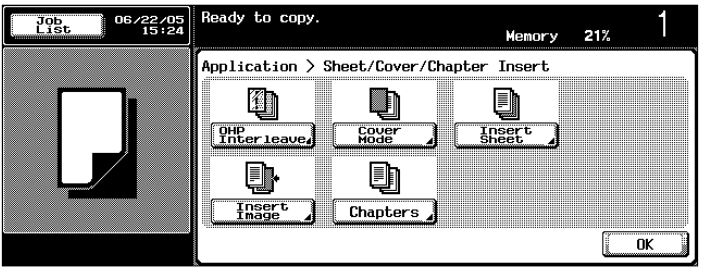
The Application screen appears.

3 Touch [Sheet/Cover/Chapter Insert].



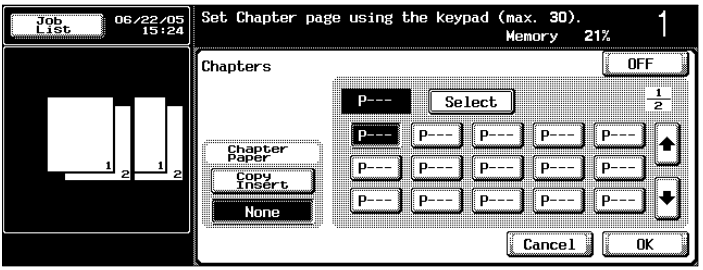
The Sheet/Cover/Chapter Insert screen appears.

4 Touch [Chapters].



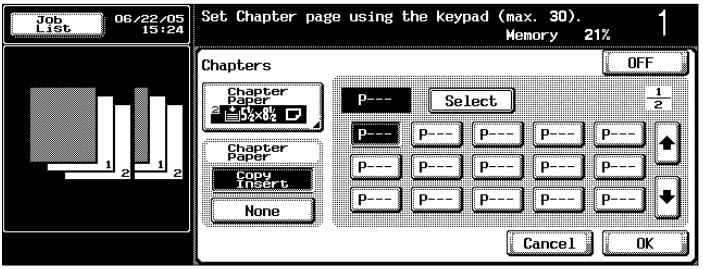
The Chapters screen (for specifying settings) appears.

5 Under “Chapter Paper”, specify the paper tray loaded with paper for the first page of the chapters.



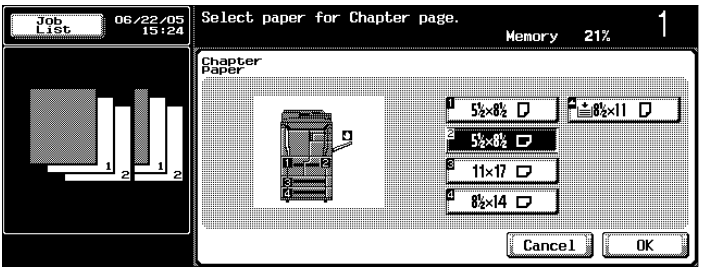
– If “Copy Insert” was selected, the paper tray loaded with paper for the first page of chapters can be selected. Continue with step 6. If “None” was selected, the first pages of the chapters are printed on the regular paper used to copy the original. Continue with step 9.
– To cancel changes to the copy settings,Touch [Cancel].
– To cancel the “Chapter” function, Touch [OFF].

6 Touch [Chapter Paper].



The Chapter Paper screen appears.

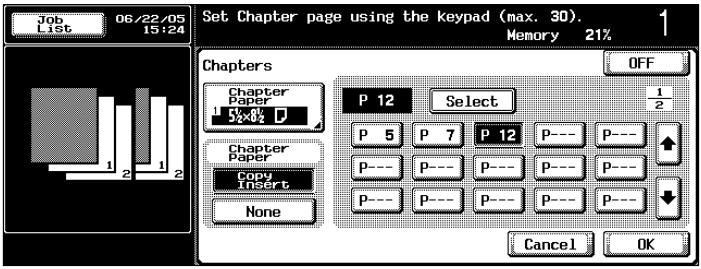
7 Touch the button for the paper tray loaded with the paper for the chapter title pages.



8 Touch [OK].

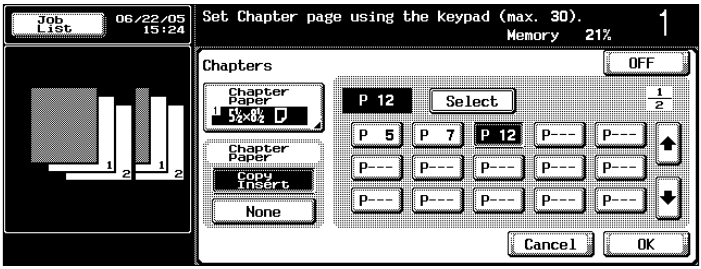
The Chapters screen (for specifying settings) appears again.

9 Touch the buttons for the chapter position setting.

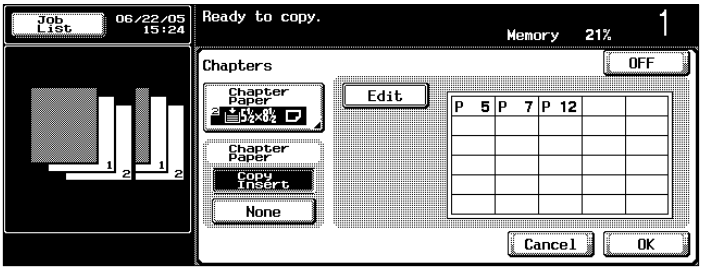


10 Using the keypad, specify the chapter title pages. A double-sided copy is printed with the specified page on the front side.

Chapters screen (for editing settings)



Chapters screen (for applying settings)



– Touch [Select] to enter the specified pages and display the Chapter screen (with the list of specified pages).

? What will happen if the specified page number is greater than the number of pages in the original?

➔ That page number is ignored.

? What will happen if the same page number is specified twice?

➔ There is no change to the print result since the specified page is the same.

? How can the list of the last 15 specified page numbers be displayed instead of the list of the first 15 specified page numbers?

➔ Touch [▲] or [▼].

? How can a specified page number be removed?

➔ Touch [Edit] to return to the Chapters screen (with the list of specified pages). Touch the button for the page to be removed, and then press the [C] (clear) key in the keypad to remove the page number.

11 Touch [OK], and then touch [OK] in the next screen that appears.

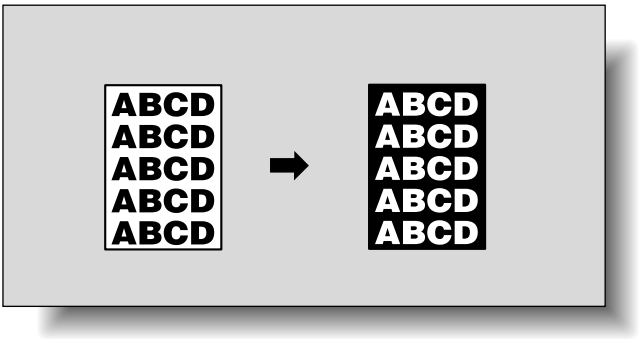
12 If necessary, specify any other copy settings.

13 Using the keypad, type in the desired number of copies.

14 Press the [Start] key.

8.6 Copying With Image Colors Inversed ("Neg-/Pos. Reverse" Function)

An original can be copied with the light and dark coloring or the black and white coloring (gradations) of the image inversed.



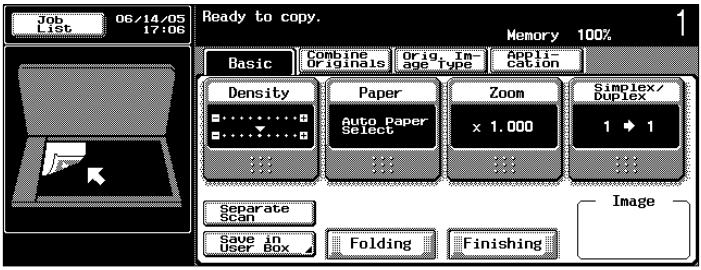
To copy using the "Neg-/Pos. Reverse" function

1 Position the original to be copied.

– For details on positioning the original, refer to "Positioning the Original" on page 3-7.

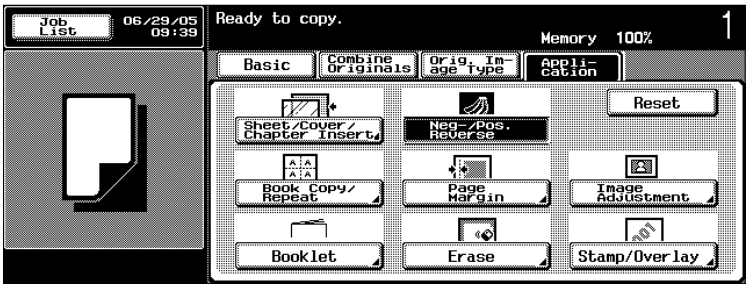
For an original that exceeds 100 pages, refer and "Scanning the Original in Separate Batches ("Separate Scan" Setting)" on page 3-11.

2 Touch [Application].



The Application screen appears.

3 Touch [Neg-/Pos. Reverse].



– To cancel the “Neg-/Pos. Reverse” function, Touch [Neg-/Pos. Reverse] again to deselect it.
– To cancel all settings for the Application functions, touch [Reset].

4 If necessary, specify any other copy settings.

5 Using the keypad, type in the desired number of copies.

6 Press the [Start] key.

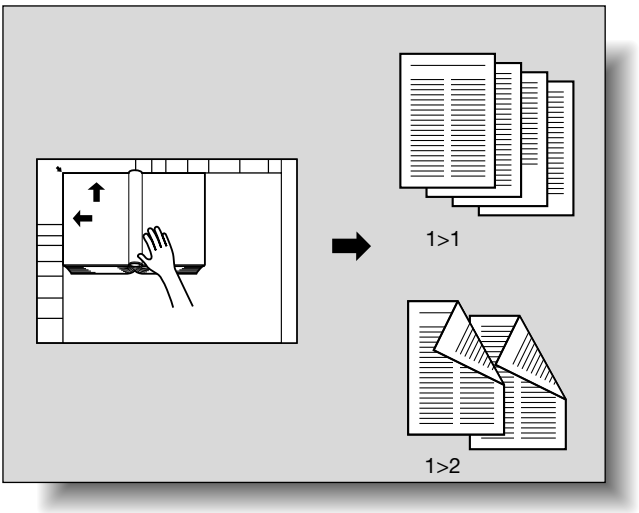
8.7 Producing Separate Copies of Each Page in a Page Spread ("Book Copy" Function)

A page spread, such as in an open book or catalog, can be copied with the left and right pages on separate pages or both on the same page.

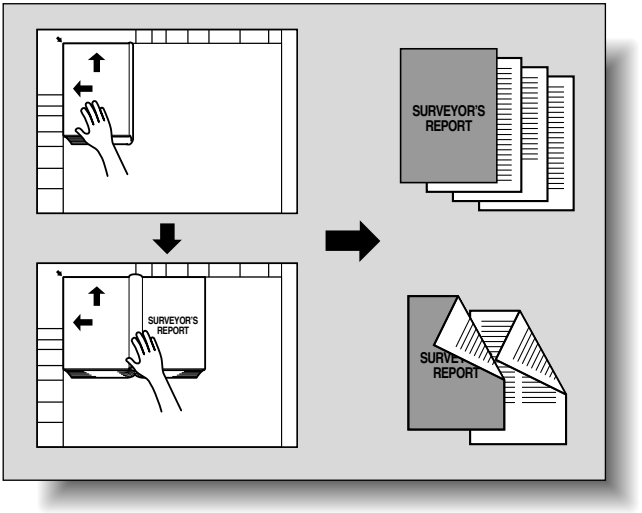
The following copy methods are available, and there are settings for adding just a front cover or both front and back covers.

Setting	Description
Book Spread	Copies of the left and right pages of the page spread are printed on the same page without being separated.
Separation	Separate copies of each page in the page spreads are printed in the original page order. The original is scanned to fit the size of paper that will be used.
Front Cover	The front cover and separate copies of each page in the page spreads are printed in the original page order.
Front and Back Cover	The front cover, separate copies of each page in the page spreads and the back cover are printed in the original page order.

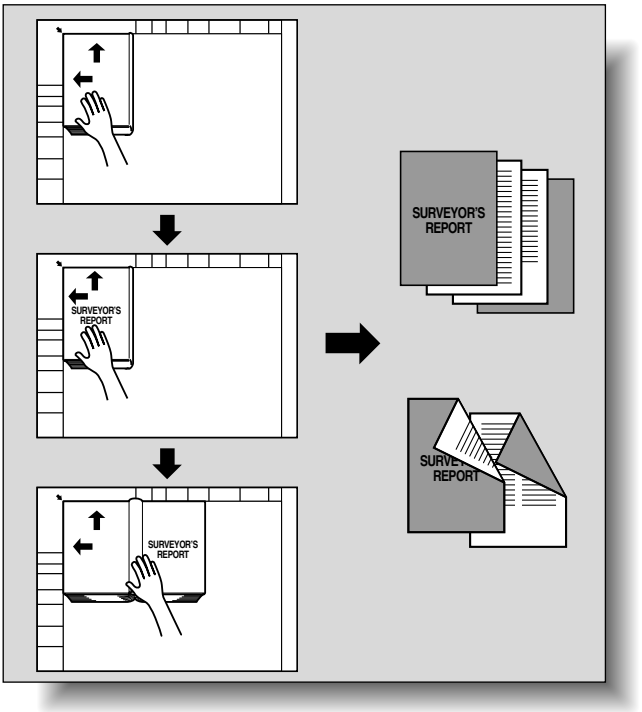
When "Separation" is selected



When “Front Cover” is selected



When “Front and Back Cover” is selected

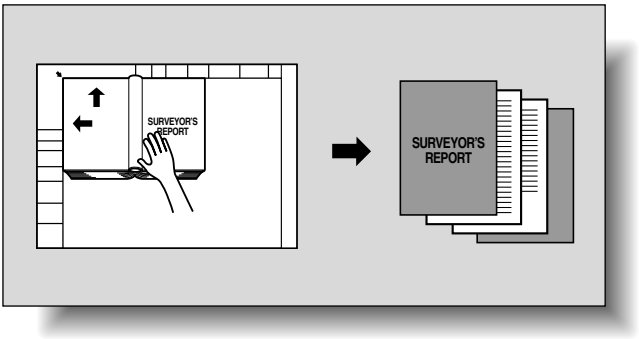


To copy using the "Book Copy" function

✔ Place the original on the original glass.

1 Place the pages on the original glass, starting with the first page.

- For details on positioning the original, refer to "Positioning the Original" on page 3-7.
- For details on scanning the original, refer to "Scanning a Multi-Page Original from the Original Glass" on page 3-13.

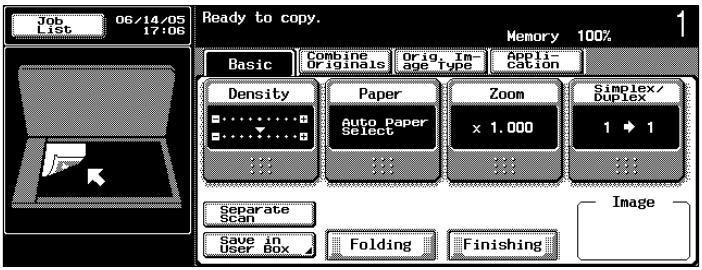


? What should be done if the front and back covers are also being copied?

➔ Scan the front cover, then the back cover, and then scan the remainder of the original.

2 Load the paper to be used into the desired paper tray.

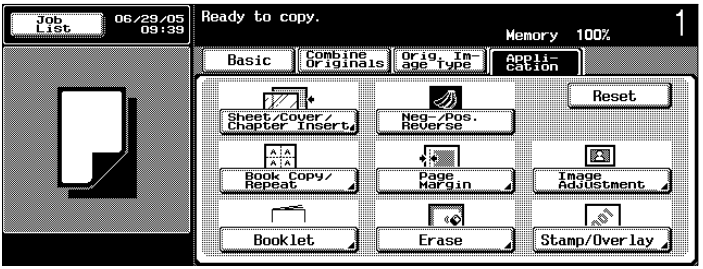
3 Touch [Application].



The Application screen appears.

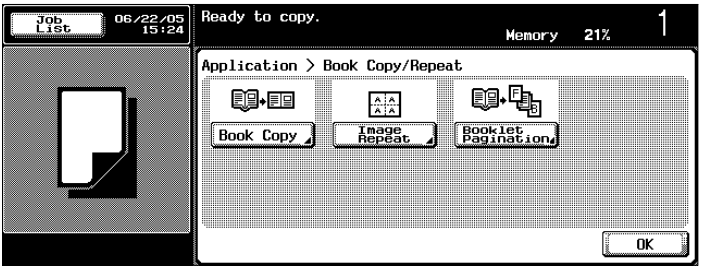
4 Touch [Book Copy/Repeat].

– To cancel all settings for the Application functions, touch [Reset].



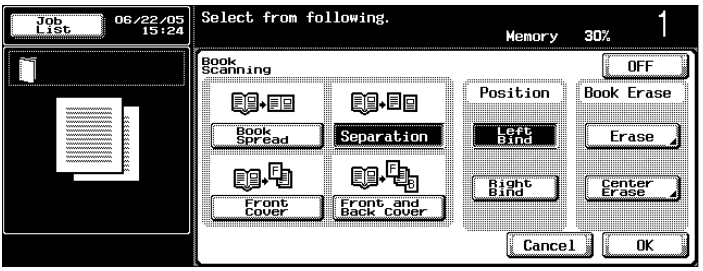
The Book Copy/Repeat screen appears.

5 Touch [Book Copy].



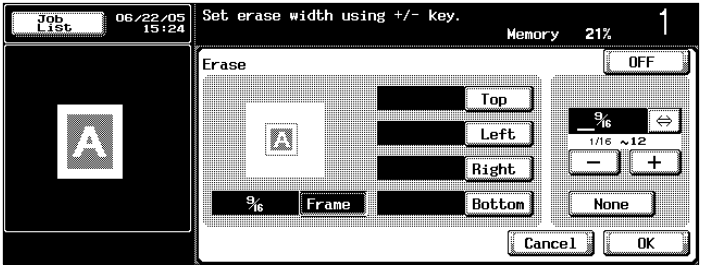
The Book Scanning screen appears.

6 Touch the button for the desired setting.

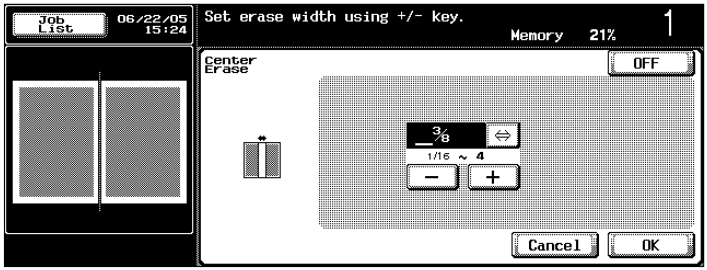


– If necessary, touch [Erase] or [Center Erase] under “Book Erase”.
– To cancel changes to the settings, touch [Cancel].
– To cancel the “Book Copy” function, touch [OFF].

Erase screen



Center Erase screen



- Touch [↔] to switch between the integer and the fraction, touch [–] and [+] to specify the width to be erased, and then touch [OK].
- If a decimal value is displayed in the screen, use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to “System Setting” on page 12-14.
- When using the keypad to specify the settings, press the [C] (clear) key, and then type in the setting.
- If a value outside the allowable range is specified, the message “Input Error” appears. If “Input Error” appeared or if the distance was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.
- If a Book Erase function is specified, touch [Image Adjustment] in the Application screen, touch [Standard Size], and then specify the size of the original.

? What do the Book Erase functions do?

➔ “Erase” and “Center Erase” can be used together.

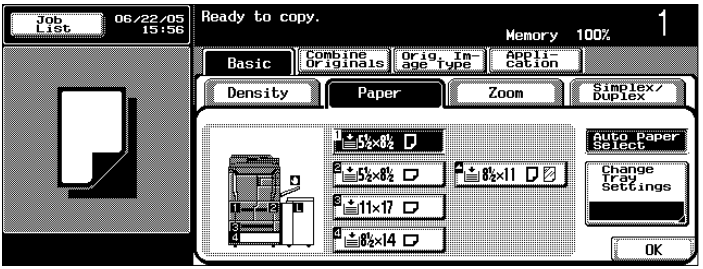
? How are settings specified for the “Erase” function?

➔ Refer to “Erasing Specified Areas of Copies (“Erase” Functions)” on page 8-69. In addition.

? How are settings specified for the “Center Erase” function?
➔ Refer to “To erase the center of copies (“Center Erase” function)” on page 8-73.

7 Touch [OK], and then touch [OK] in the next screen that appears.

8 In the Basic screen, touch [Paper], and then select the paper tray loaded with the paper.

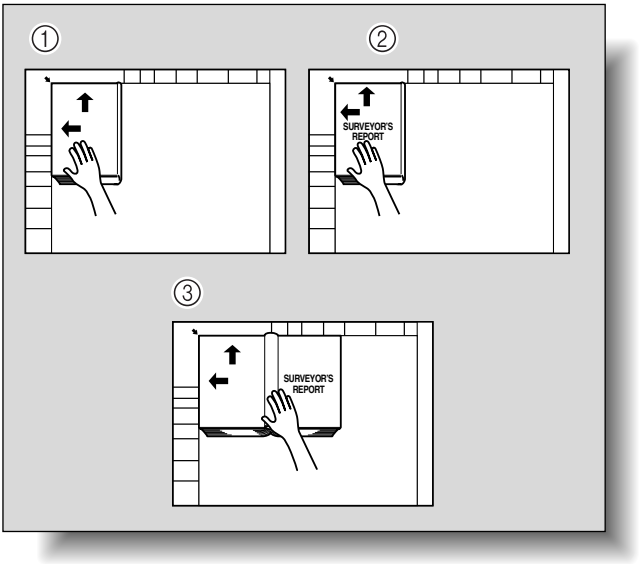


9 If necessary, specify any other copy settings.

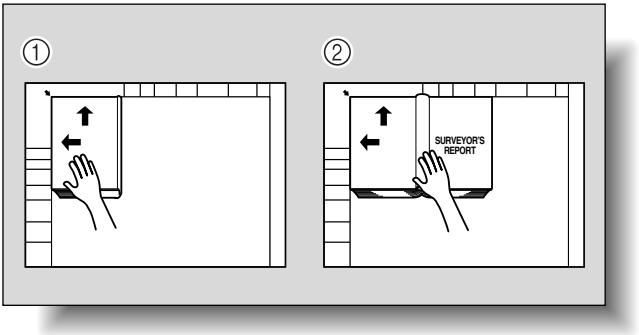
10 Using the keypad, type in the desired number of copies.

11 Press the [Start] key.

– If “Front and Back Cover” was selected, the back cover is scanned after the front cover, and then all page spreads are scanned in order.



– If “Front Cover” was selected, all page spreads are scanned in order after the front cover.



Scanning begins.

? What should be done if there are multiple pages in the original?

→ Position the next page and repeat step 11 until all pages of the document are scanned.

12 After all original pages have been scanned, touch [Finish].

13 Press the [Start] key.

Printing begins.

8.8 Repeating the Copy Image on a Sheet of Paper ("Image Repeat" Function)

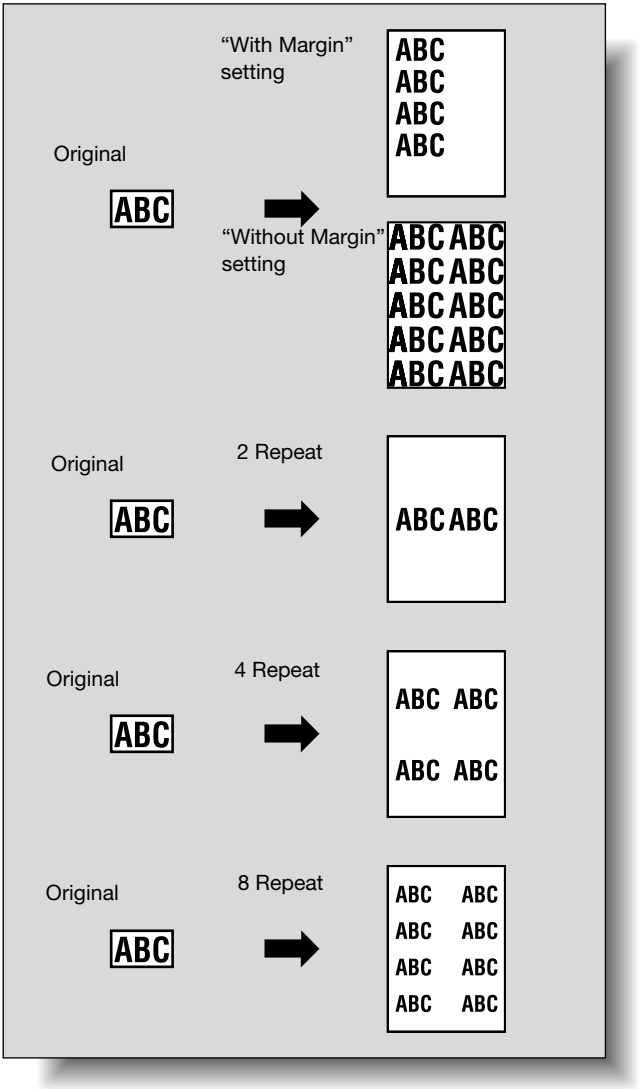
Multiple copies of the specified scanned area can be printed on a single sheet of paper.

The image can be repeated in two different ways: by automatically detecting the number of repeats based on the copy image ("Auto Detect") or by specifying the desired number of repeats ("Repeat").Either of the following two image positions can be selected.

Detail

For details on repeating the image using the "Repeat" setting, refer to "To repeat the image the specified number of times ("Repeat")" on page 8-47.

Setting	Description
With Margin	The number of repeating copies of the image is detected to fill the specified area of the page, excluding the margins. If the entire image does not fit within the specified area, the remaining areas are left blank as margins.
Without Margin	The number of repeating copies of the image is automatically detected to completely fill the page.


"With Margin" setting
ABC
ABC
ABC
ABC
Original
ABC
"Without Margin" setting
ABC ABC
ABC ABC
ABC ABC
ABC ABC
ABC ABC
Original
ABC
2 Repeat
ABC ABC
Original
ABC
4 Repeat
ABC ABC
ABC ABC
Original
ABC
8 Repeat
ABC ABC
ABC ABC
ABC ABC
ABC ABC

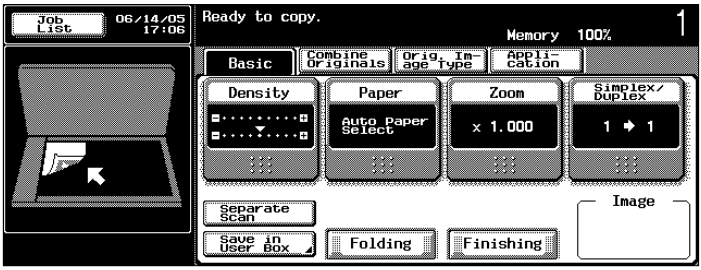
To automatically detect the scanning area (“Auto Original Size Detect”)

1 Position the original to be copied.

– For details on positioning the original, refer to “Positioning the Original” on page 3-7.

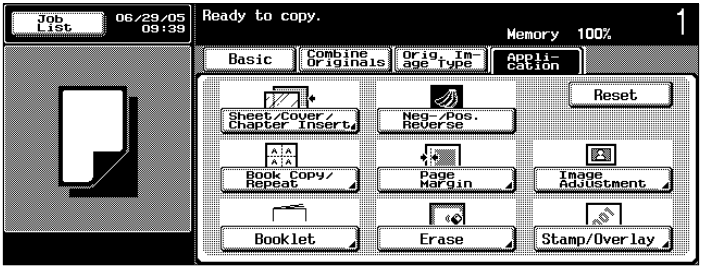
2 Load the paper to be used into the desired paper tray.

3 Touch [Application].



The Application screen appears.

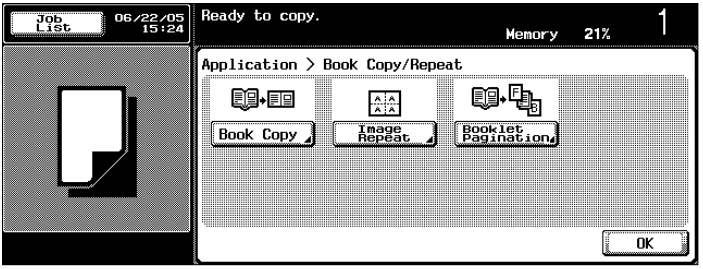
4 Touch [Book Copy/Repeat].



– To cancel all settings for the Application functions, touch [Reset].

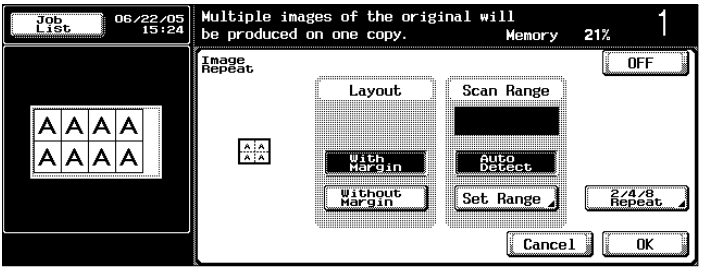
The Book Copy/Repeat screen appears.

5 Touch [Image Repeat].



The Image Repeat screen appears.

6 Select the layout method.



7 Touch [Auto Detect].

- If you wish to specify the scanning area, touch [Set Range], and then specify the size of the scanning area. For details on specifying a size, refer to “To repeat the specified area (“Set Range”)” on page 8-43.
- When the original is positioned into the ADF, the original size is automatically detected when the [Start] key is pressed, so no original size appears under “Scan Range”.
- If [Auto Detect] was selected, the number of repeats is also automatically specified. To specify the desired number of repeats, refer to “To repeat the image the specified number of times (“Repeat”)” on page 8-47.
- To cancel changes to the settings, touch [Cancel].
- To cancel the “Image Repeat” function, touch [OFF].

The scanning area is detected, and the size appears under “Scan Range”.

8 Check the scanning size under “Scan Range”, touch [OK], and then touch [OK] in the next screen that appears.

9 In the Basic screen, touch [Paper], and then select the paper tray loaded with the paper.

10 If necessary, specify any other copy settings.

11 Using the keypad, type in the desired number of copies.

12 Press the [Start] key.

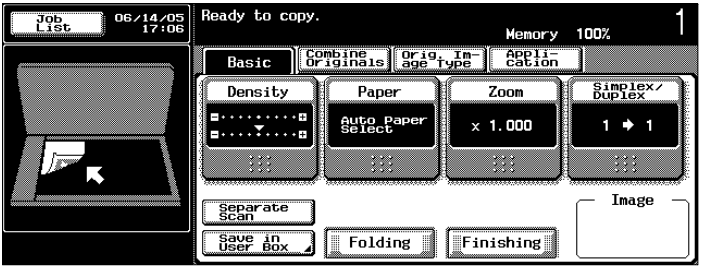
To repeat the specified area ("Set Range")

The specified number of copies of the specified area can be printed on a single sheet of paper.

1 Position the original to be copied.

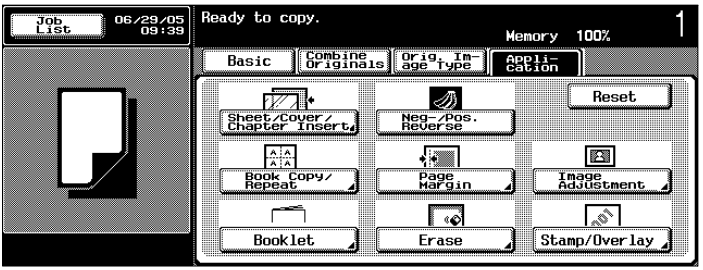
2 Load the paper to be used into the desired paper tray.

3 Touch [Application].



The Application screen appears.

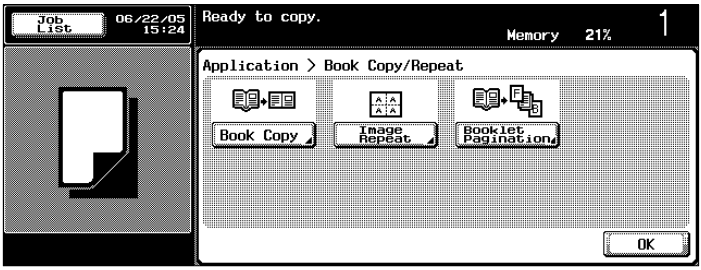
4 Touch [Book Copy/Repeat].



– To cancel all settings for the Application functions, touch [Reset].

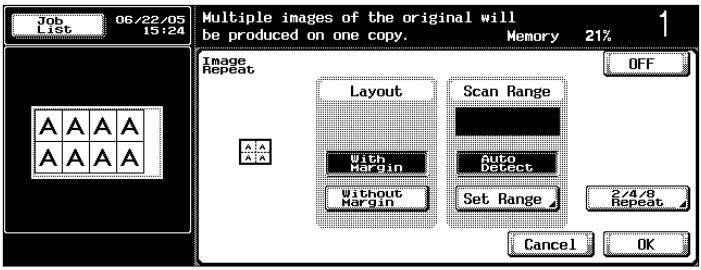
The Book Copy/Repeat screen appears.

5 Touch [Image Repeat].



The Image Repeat screen appears.

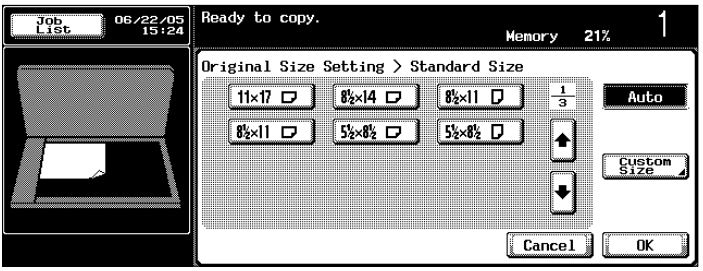
6 Select the layout method.



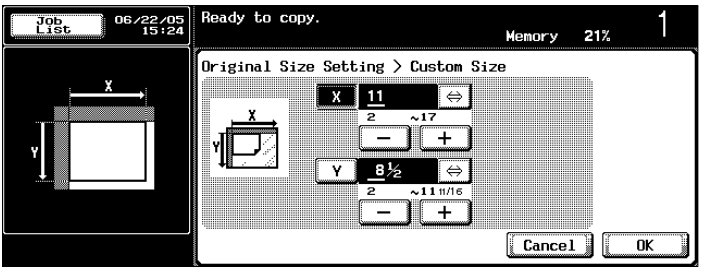
- To cancel changes to the settings, touch [Cancel].
- To cancel the “Image Repeat” function, touch [OFF].

7 Touch [Set Range], and then specify the scanning area.

Standard Size screen



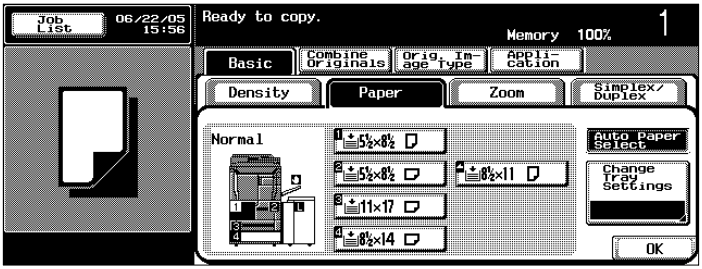
Custom Size screen



- Touch [▲] or [▼] to display a different list of sizes.
- If [Custom Size] is touched, the Custom Size screen appears. Touch [X] or [Y] to select the dimension.
- Touch [↔] to switch between the integer and the fraction, touch [–] and [+] to specify the dimensions and then touch [OK].
- If a decimal value is displayed in the screen, use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to “System Setting” on page 12-14.
- When using the keypad to specify the settings, press the [C] (clear) key, and then type in the setting.
 If a value outside the allowable range is specified, the message “Input Error” appears. If “Input Error” appeared or if the value was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

8 Touch [OK] three times.

9 In the Basic screen, touch [Paper], and then select the paper tray loaded with the paper.



– The number of times that the image is repeated can also be specified. For details, refer to “To repeat the image the specified number of times (“Repeat”)” on page 8-47.

10 If necessary, specify any other copy settings.

11 Using the keypad, type in the desired number of copies.

12 Press the [Start] key.

To repeat the image the specified number of times (“Repeat”)

The number of times that the image is repeated can be selected.

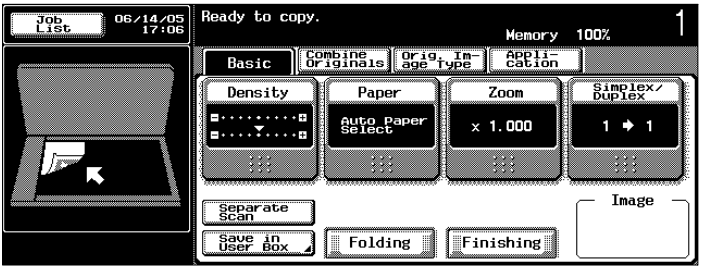
The following procedure describes how to specify settings when “Repeat” is selected.

✔ If “2 Repeat” was selected, the distance between the repeats can be specified.

1 Position the original to be copied.

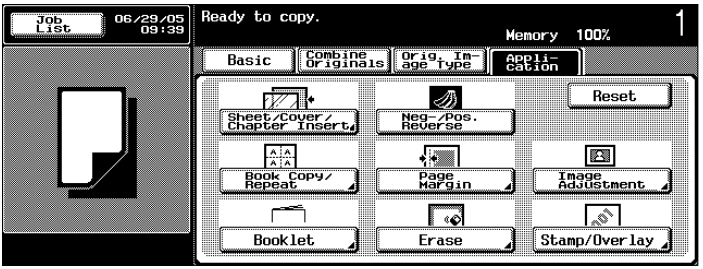
2 Load the paper to be used into the desired paper tray.

3 Touch [Application].



The Application screen appears.

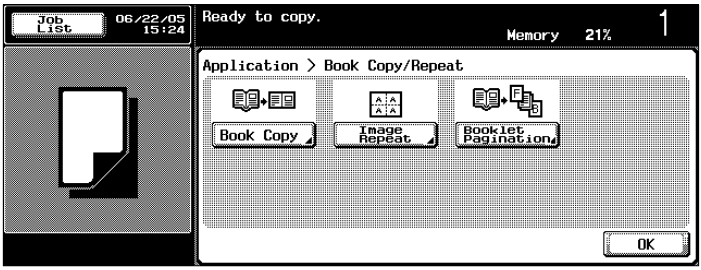
4 Touch [Book Copy/Repeat].



– To cancel all settings for the Application functions, touch [Reset].

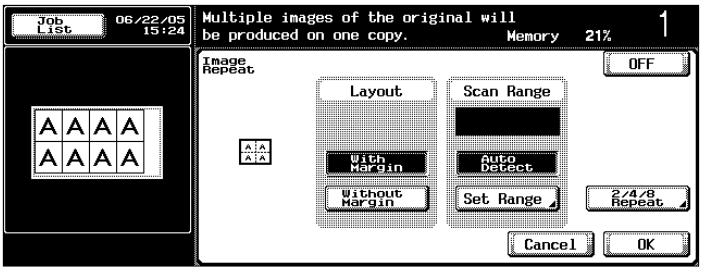
The Book Copy/Repeat screen appears.

5 Touch [Image Repeat].



The Image Repeat screen appears.

6 Select the layout method.



- To cancel changes to the settings, touch [Cancel].
- To cancel the “Image Repeat” function, touch [OFF].

7 Touch [Auto Detect].

- If the size does not appear or if you wish to specify the scanning area, touch [Set Range], and then specify the size of the scanning area.
- For details on specifying a size, refer to “To repeat the specified area (“Set Range”)” on page 8-43.

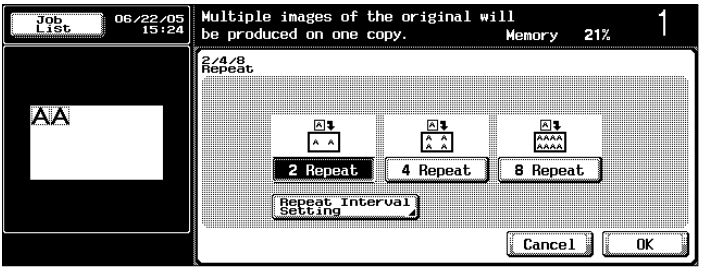
The scanning area is detected, and the size appears under “Scan Range Original Size Setting”.

8 Touch [2/4/8 Repeat].

- For details on specifying the repeating conditions, refer to “Repeating the Copy Image on a Sheet of Paper (“Image Repeat” Function)” on page 8-38.

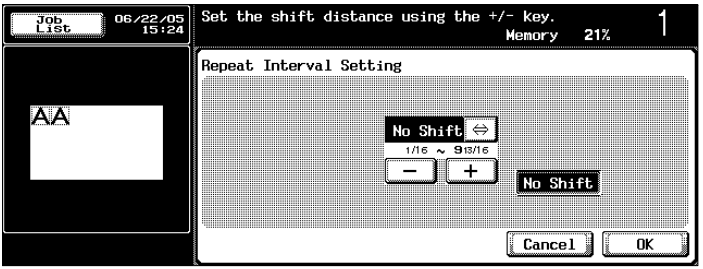
The 2/4/8 Repeat screen appears.

9 Touch the button for the desired number of repeats.



- 2 Repeat: Two copies of the original are printed on a single sheet of paper. Specify the desired setting for “Repeat Interval Setting” to specify the distance from the center of the paper to each copy image.
- 4 Repeat: Four copies of the original are printed on a single sheet of paper.
- 8 Repeat: Eight copies of the original are printed on a single sheet of paper.
- If specify the distance from the center of the paper to each copy image after selecting “2 Repeat”, continue with step 10.
- If “4 Repeat” or “8 Repeat” was selected, continue with step 12.

10 Touch [Repeat Interval Setting].



- Touch [-] and [+] or use the keypad to specify the width of the shift.
- Touch [↔] to switch between the integer and the fraction, touch [–] and [+] to specify the dimensions, and then touch [OK].
- If a decimal value is displayed in the screen, use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to “System Setting” on page 12-14.

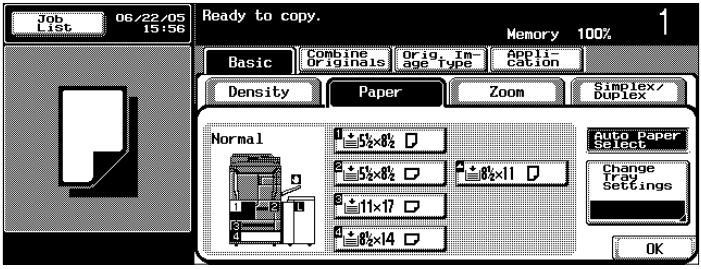
– When using the keypad to specify the settings, press the [C] (clear) key, and then type in the setting.
 If a value outside the allowable range is specified, the message “Input Error” appears. If “Input Error” appeared or if the distance was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.
– To specify no distance, touch [No Shift].

11 Touch [OK].

If the distance between repeats was specified, the Repeat screen appears again.

12 Touch [OK] three times.

13 In the Basic screen, touch [Paper], and then select the paper tray loaded with the paper.



14 If necessary, specify any other copy settings.

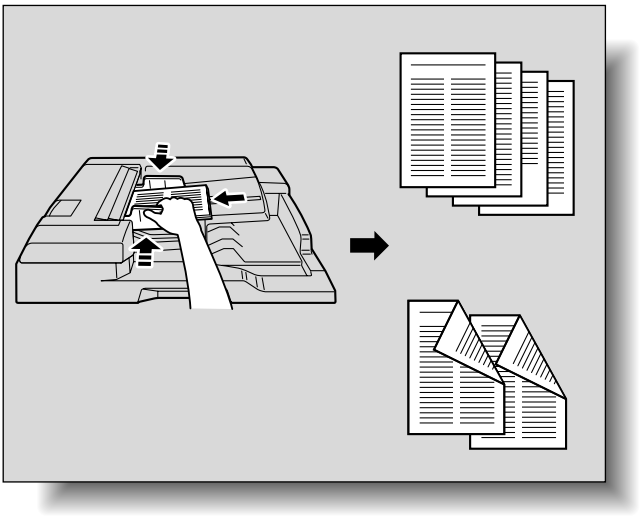
15 Using the keypad, type in the desired number of copies.

16 Press the [Start] key.

8.9 Copying an Original on Two Pages ("Booklet Pagination" Function)

A page spread can be copied on separate left and right pages.

With single-sided copies, the pages are printed on two sheets of paper. With double-sided copies, the pages are printed on the front and back sides of a single sheet of paper.



...

Reminder

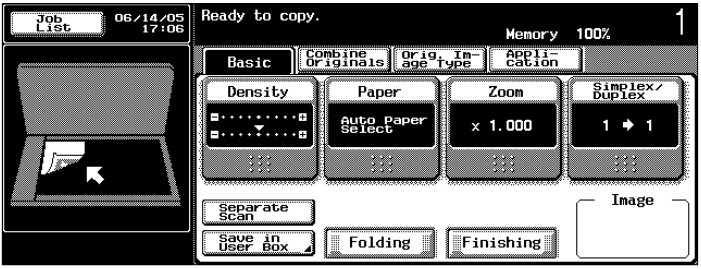
Position the original into the ADF.

To copy using the “Booklet Pagination” function

1 Position the original into the ADF.

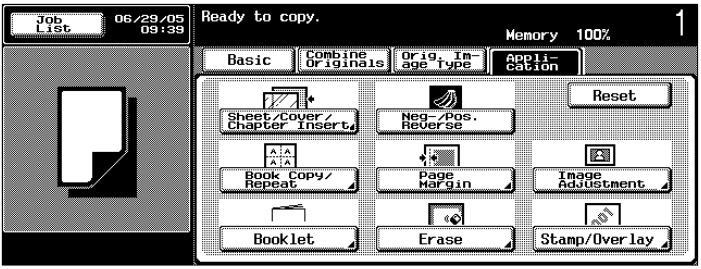
– For details on scanning the original, refer to “To position the original into the ADF” on page 3-7.
– For a document that exceeds 100 pages, refer “Scanning the Original in Separate Batches (“Separate Scan” Setting)” on page 3-11.

2 Touch [Application].



The Application screen appears.

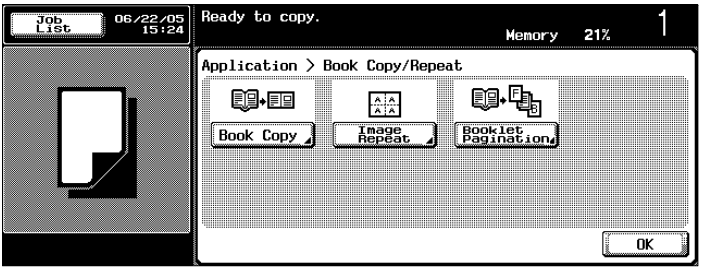
3 Touch [Book Copy/Repeat].



– To cancel all settings for the Application functions, touch [Reset].

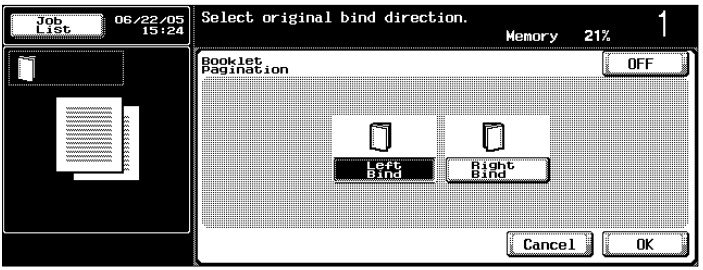
The Book Copy/Repeat screen appears.

4 Touch [Booklet Pagination].



The Booklet Pagination screen appears.

5 Specifying binding position.



- To cancel changes to the settings, touch [Cancel].
- To cancel the “Booklet Pagination” function, touch [OFF].

6 Touch [OK] twice.

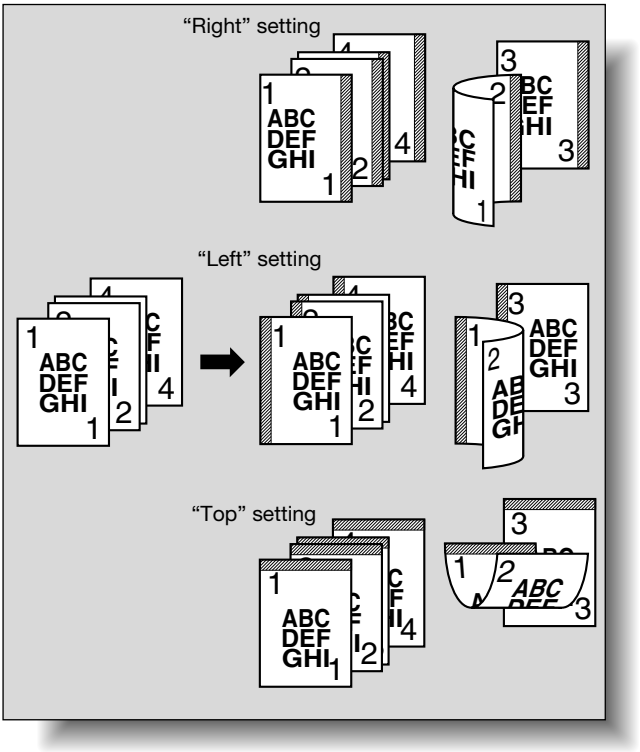
7 If necessary, specify any other copy settings.

8 Using the keypad, type in the desired number of copies.

9 Press the [Start] key.

8.10 Adding Filing Margins to Copies ("Page Margin" Function)

Copies can be printed with a filing margin so that the pages can easily be filed. When making double-sided copies, the image orientation can be adjusted by specifying the position of the filing margin. In addition, the image orientation can be adjusted without creating a filing margin.



Detail

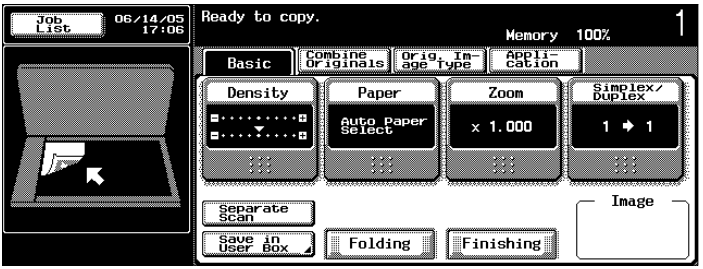
If the positions of the staples or punched holes are different from the binding position, the positions of the staples or punched holes are given priority.

To copy using the “Page Margin” function

1 Position the original to be copied.

– For details on positioning the original, refer to “Positioning the Original” on page 3-7.

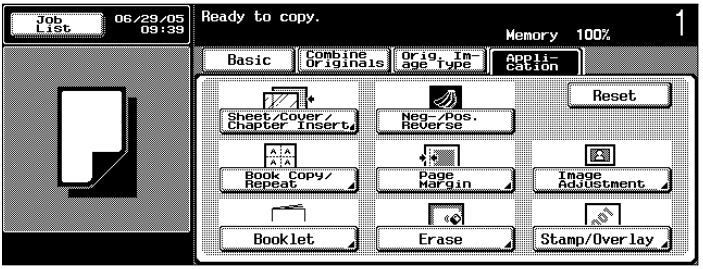
2 Touch [Application].



The Application screen appears.

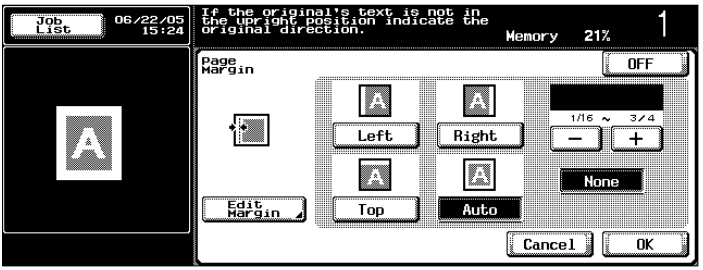
3 Touch [Page Margin].

– To cancel all settings for the Application functions, touch [Reset].



The Page Margin screen appears.

4 Specify the position of the filing margin.



– To cancel changes to the settings, touch [Cancel].
– To cancel the “Page Margin” function, touch [OFF].
– As a factory default, the margin position is set to “Auto”, and the margin width is set to “None”.

? Can “Auto” is specified?

→ The factory default setting is “Auto”. Touch [Auto] to automatically determine the binding position according to the orientation of the positioned original. If the original length is 11-3/4 in. or less, a binding position along the long side of the paper is selected. If the original length is more than 11-3/4 in., a binding position along the short side of the paper is selected.

5 If “Left”, “Right” or “Top” was selected, use the keypad to type in the margin width.

– If “None” is selected, the margin width is set to 0 in. When making double-sided copies, the image orientation can adjusted without creating a filing margin.
– If a decimal value is displayed in the screen, use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to “System Setting” on page 12-14.
– When using the keypad to specify the settings, press the [C] (clear) key, and then type in the setting.
– If a value outside the allowable range is specified, the message “Input Error” appears. If “Input Error” appeared or if the distance was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

? How can the entered margin position be corrected?

→ Without changing the margin width, change the margin position.

6 Touch [OK].

7 If necessary, specify any other copy settings.

8 Using the keypad, type in the desired number of copies.

9 Press the [Start] key.

To adjust the position of the binding margin ("Edit Margin" setting)

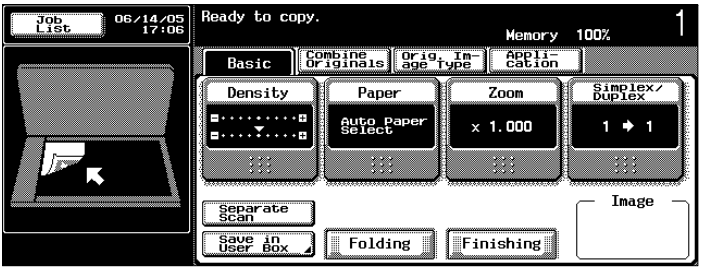
A binding margin can be created in the copy by moving the position of the scanned image. In addition, When making double-sided copies, the shift in the image on the front and back sides can be adjusted.

- ✔ A vertical (up and down shift) or a horizontal shift (left and right shift) can be specified.
- ✔ The shift direction and amount can be adjusted separately for the front and back sides of the page.

1 Place the original on the original glass.

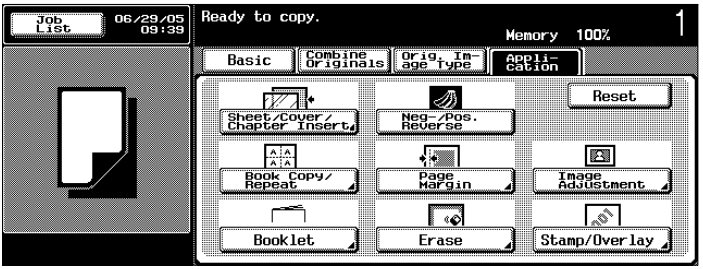
– For details on positioning the original, refer to "Positioning the Original" on page 3-7.

2 Touch [Application].



The Application screen appears.

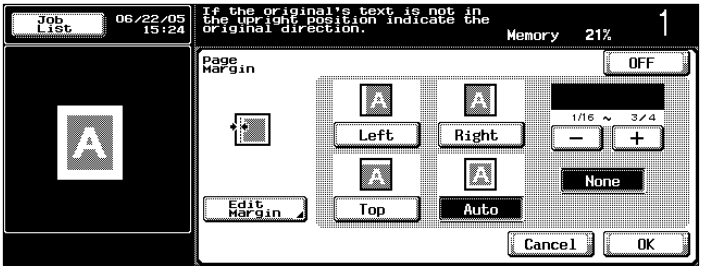
3 Touch [Page Margin].



The Page Margin screen appears.

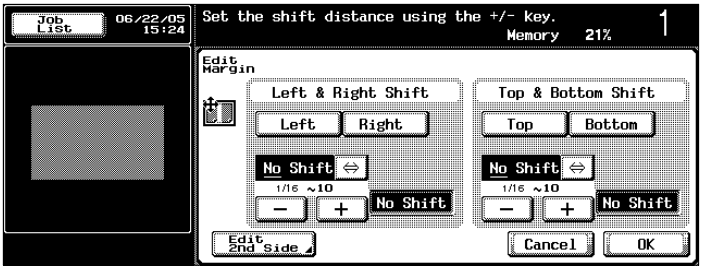
4 In the Page Margin screen, touch [Edit Margin].
To cancel changes to the settings, touch [Cancel].

– To cancel the “Page Margin” function, touch [OFF].



The Edit Margin screen appears.

5 Specify the shift direction and amount.

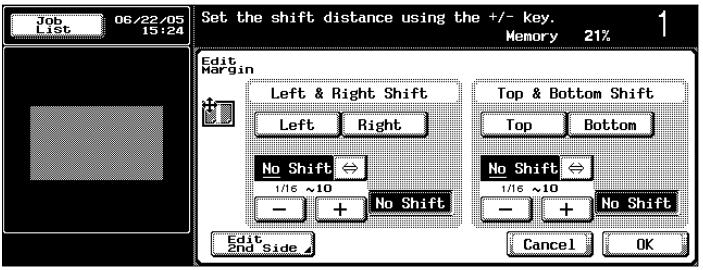


– If [No Shift] is selected, the shift width is set to 0 in. This setting can also be specified by pressing the [C] (clear) key.
– Touch [↔] to switch between the integer and the fraction, touch [–] and [+] to specify the width to be erased, and then touch [OK].
– If a decimal value is displayed in the screen, use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to “System Setting” on page 12-14.
– When using the keypad to specify the settings, press the [C] (clear) key, and then type in the setting. If a value outside the allowable range is specified, the message “Input Error” appears. If “Input Error” appeared or if the distance was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.
– For a horizontal shift, touch [Left] or [Right] to specify the shift direction. For a vertical shift, touch [Top] or [Bottom] to specify the shift direction. Both a horizontal shift and a vertical shift can be specified together.

– To specify no shift either horizontally or vertically, touch [No Shift].

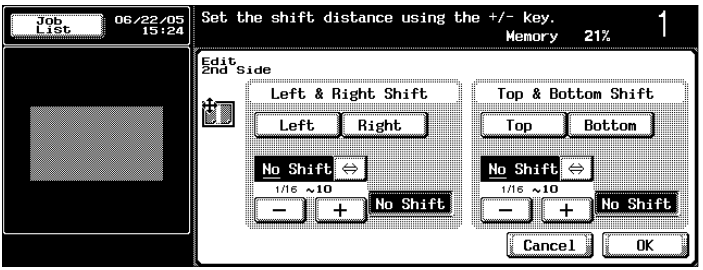
Specify the horizontal (left and right shift) or vertical (up and down shift) shift.

6 Touch [Edit 2nd Side].



The Edit 2nd Side screen appears.

7 Specify the shift direction and amount.



– For a horizontal shift, touch [Left] or [Right] to specify the shift direction.For a vertical shift, touch [Top] or [Bottom] to specify the shift direction. Both a horizontal shift and a vertical shift can be specified together.
– To specify no shift either horizontally or vertically, touch [No Shift].
– Touch [↔] to switch between the integer and the fraction, touch [–] and [+] to specify the width to be erased, and then touch [OK].
– If a decimal value is displayed in the screen, use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to “System Setting” on page 12-14.
– When using the keypad to specify the settings, press the [C] (clear) key, and then type in the setting. If a value outside the allowable range is specified, the message “Input Error” appears. If “Input Error” appeared or if the distance was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

– If a binding margin is not specified for the back side, a shift amount and a shift direction opposite that specified for the front side are specified.

8 Touch [OK] three times.

9 If necessary, specify any other copy settings.

10 Using the keypad, type in the desired number of copies.

11 Press the [Start] key.

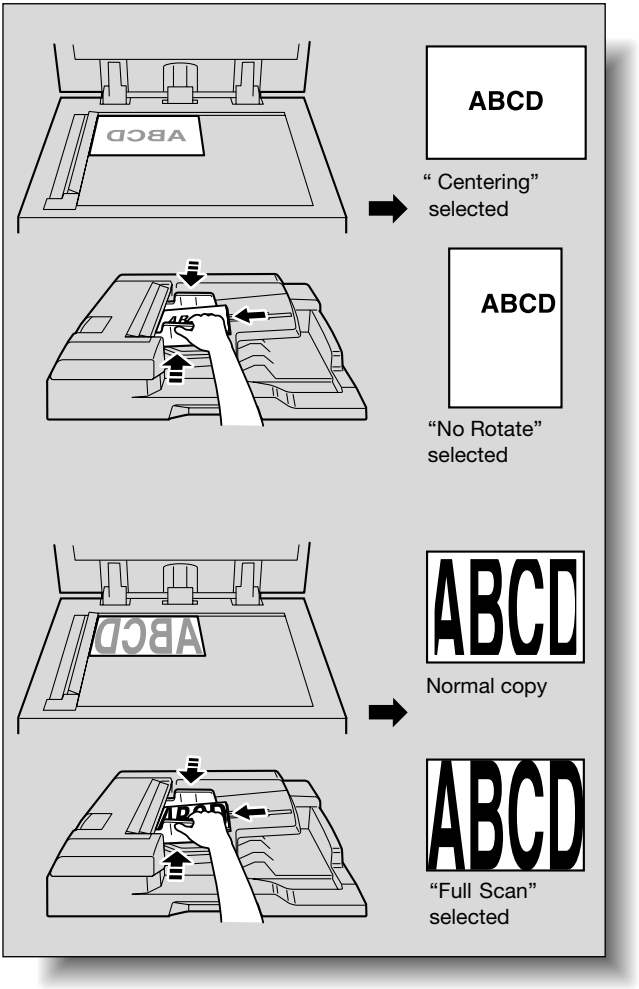
8.11 Adjusting the Image To Fit the Paper (Image Adjustment Settings)

The position of the copy image can be adjusted in order to print the copies. The following Image Adjustment settings are available and can be combined.

Setting	Description
Centering	The copy is printed with the image positioned in the center of the paper.
No Rotation	The copy is printed without the image rotated to fit in the paper.
Full Scan	The copy is printed without margins at the edges of the paper. This allows the original to be copied with no loss if text is written to the edge of the paper.

Detail

Normally, copies are produced with the image erased from the area 1/8 in from the top, 1/6 in from the bottom, and 1/16 in on each side. If "Full Scan" is selected, the image is copied to the edges of the paper without erasing the areas mentioned above.

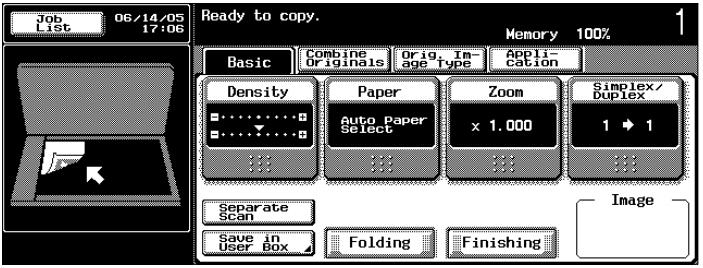

ABCD
" Centering"
selected
ABCD
"No Rotate"
selected
ABCD
Normal copy
ABCD
"Full Scan"
selected

To copy using the Image Adjustment settings

1 Position the original to be copied.

– For details on positioning the original, refer to “Positioning the Original” on page 3-7.

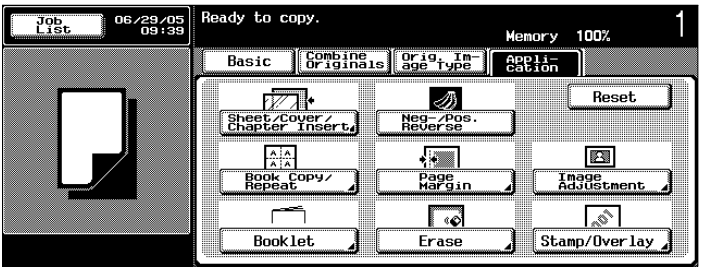
2 Touch [Application].



The Application screen appears.

3 Touch [Image Adjustment].

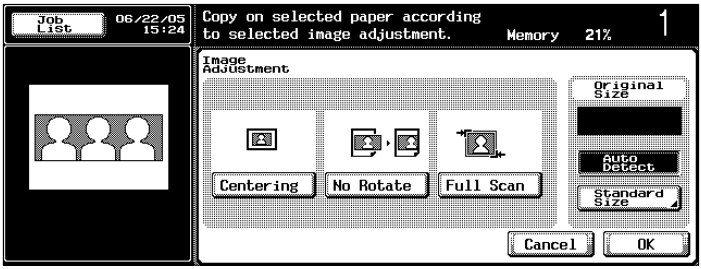
– To cancel all settings for the Application functions, touch [Reset].



The Image Adjustment screen appears.

4 Select the desired Image Adjustment setting.

– The factory default setting is [Auto Detect].

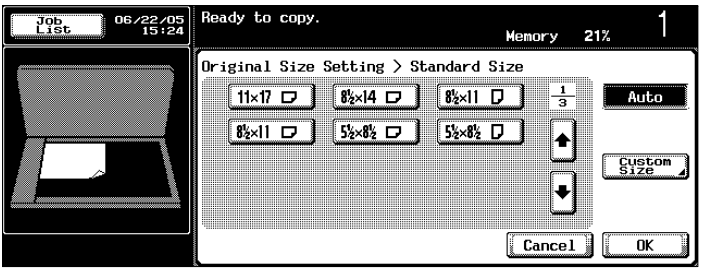


– To cancel changes to the settings, touch [Cancel].
– To cancel a setting touch the button for a setting different from the currently selected setting.

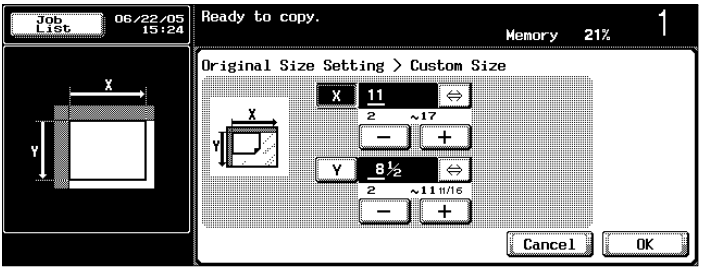
5 Check the original size under “Original Size”.

– When the original is loaded into the ADF, the original size is automatically detected when the [Start] key is pressed.
– If the original size does not appear under “Original Size” or to specify the original size, touch [Standard Size], and then specify the original size from any of the screens.
– If a value outside the allowable range is specified, the message “Input Error” appears. If “Input Error” appeared or if the distance was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

Standard Size screen



Custom Size screen



? Can sizes in metric be displayed?

→ Touch [] or [] to display a different list of sizes. If [Custom Size] is touched, the Custom Size screen appears.

? Can any size be specified?

→ Any size can be specified from the Custom Size screen. Touch [X] or [Y], touch [↔] to switch between the integer and the fraction, and then touch [–] and [+] to specify the dimensions of the scanning area.

If a decimal value is displayed in the screen, press the [C] (clear) key, and then use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to “System Setting” on page 12-14.

6 Touch [OK] twice.

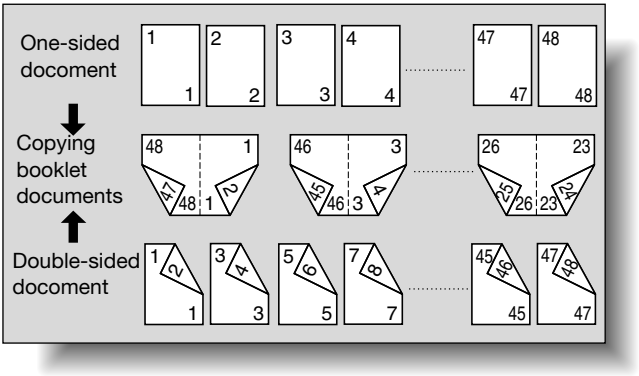
7 If necessary, specify any other copy settings.

8 Using the keypad, type in the desired number of copies.

9 Press the [Start] key.

8.12 Copying Booklet Original ("Booklet" Function)

Double-sided copies of the original pages are arranged so that the page copies can be read like a bound book when it is folded in half. The stapling is available only if optional finisher FS-602 is installed.



Detail

Generally, a multiple of 4 original pages is required with a single-sided original, and a multiple of 2 original pages is required with a double-sided original. If there are not enough pages, blank pages are automatically added at the end.

If the "Auto Zoom for Combine/Booklet" parameter in Utility mode is set to the recommended zoom ratios ("Auto Display Zoom Ratio"), the copy is produced with those zoom ratios.

For details on specifying the recommended zoom ratios, refer to"Copier Setting" on page 12-21.

For details on stapling, refer to "To bind copies at the center ("Fold & Staple")" on page 3-68.

For an original that exceeds 100 pages, refer "Scanning the Original in Separate Batches ("Separate Scan" Setting)" on page 3-11.

The binding margin width is automatically specified.

The "1>2" Simplex/Duplex setting is automatically selected.

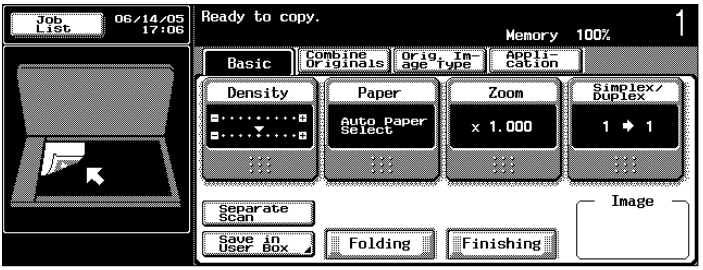
To copy using the “Booklet” function

1 Position the original to be copied.

– For details on positioning the document, refer to “Positioning the Original” on page 3-7.

2 Load the paper to be used into the desired paper tray.

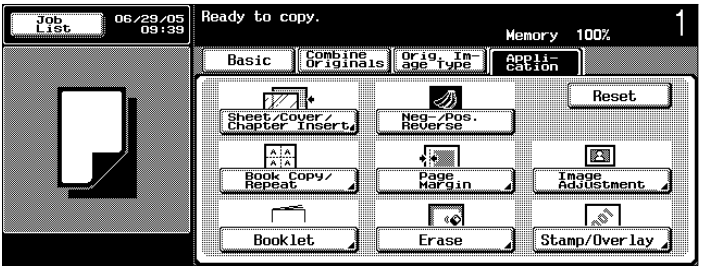
3 Touch [Application].



The Application screen appears.

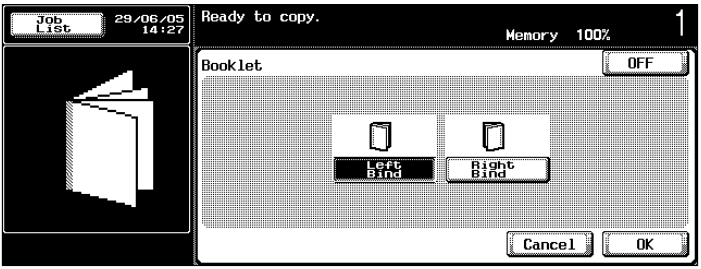
4 Touch [Booklet Pagination].

– To cancel all settings for the Application functions, touch [Reset].



The Booklet screen appears.

5 Touch [Left Bind] or [Right Bind].



6 Touch [OK].

7 If necessary, specify any other copy settings.

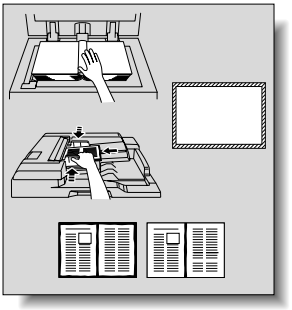
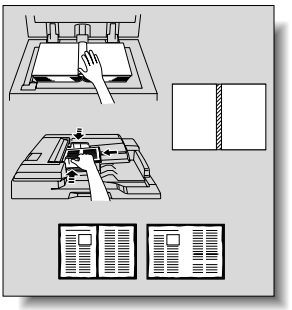
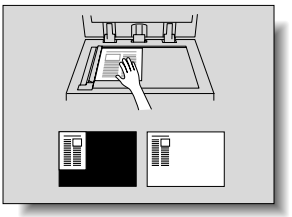
8 Using the keypad, type in the desired number of copies.

9 Press the [Start] key.

8.13 Erasing Specified Areas of Copies (“Erase” Functions)

Copies can be produced by erasing unwanted areas around the original, such as the folds in the original or the shadows of punched holes.

The following Erase functions are available.

Erase	Unwanted areas on all four sides of the original are erased. 
Center Erase	Shading that appears along the center of the original is erased. 
Non-Image Area Erase	The size of the original is detected, and any area not part of the original is erased. 

To erase specified areas of copies (“Erase” function)

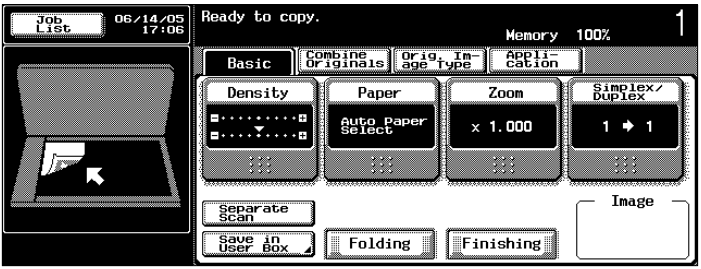
By using the “Erase” function, the unwanted areas around the original can be erased.

The same width erased along all four sides of the original can be specified, or a different width to be erased can be specified for each side of the original.

1 Position the original to be copied.

– For details on positioning the original, refer to “Positioning the Original” on page 3-7.

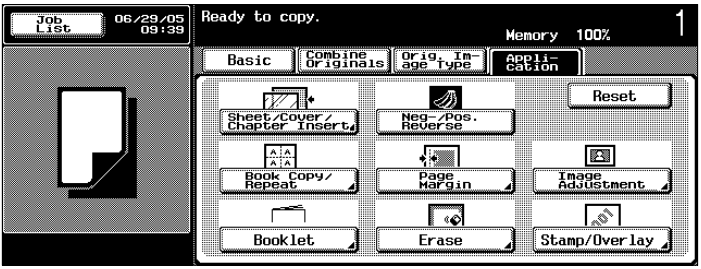
2 Touch [Application].



The Application screen appears.

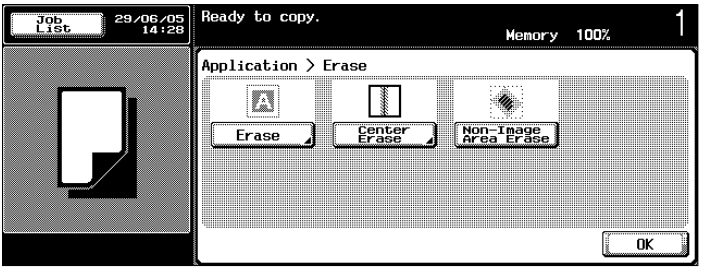
3 Touch [Erase].

– To cancel all settings for the Application functions, touch [Reset].



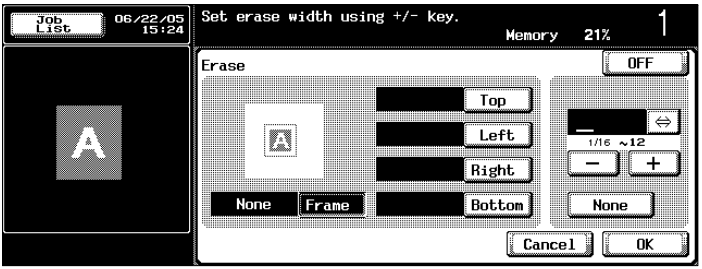
The Erase screen appears.

4 Touch [Erase].



The Erase screen appears.

5 Specify the area to be erased.



- To erase the same width along all four sides of the original, touch [Frame].
- To specify a different width to be erased depending on the position, specify different settings for “Top”, “Left”, “Right”, and “Bottom”.
- To cancel changes to the settings, touch [Cancel].
- To cancel the “Erase” function, touch [OFF].

? What happens when [Frame] is selected?

➔ The same width is erased on all four sides of the original. The factory default setting is “Frame”. If “Frame” is selected, the same width is erased on all four sides of the original.

? Can the settings be combined?

➔ “Frame” cannot be combined with the other settings (“Top”, “Left”, “Right” or “Bottom”).

6 Touch [-] and [+] or use the keypad to specify the width to be erased.

- To specify that no part of a side is to be erased, touch [None].
- Touch [↔] to switch between the integer and the fraction, touch[–] and [+] to specify the width to be erased, and then touch [OK].

– If a decimal value is displayed in the screen, press the [C] (clear) key, and then use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to “System Setting” on page 12-14.
If a value outside the allowable range is specified, the message “Input Error” appears. If “Input Error” appeared or if the distance was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

7 Touch [OK], and then touch [OK] in the next screen that appears.

8 If necessary, specify any other copy settings.

9 Using the keypad, type in the desired number of copies.

10 Press the [Start] key.

To erase the center of copies ("Center Erase" function)

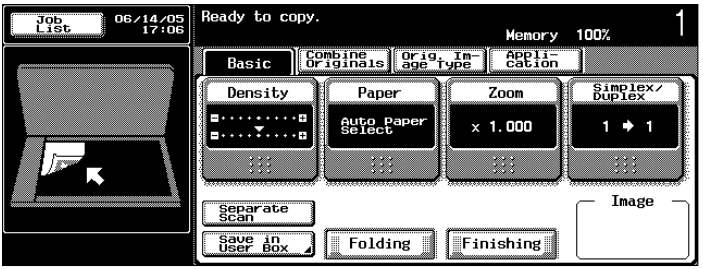
With the "Center Erase" function, the Half-fold of an original or the shadow of the binding can be erased.

✔ The copy settings previously specified remain selected.

1 Position the original to be copied.

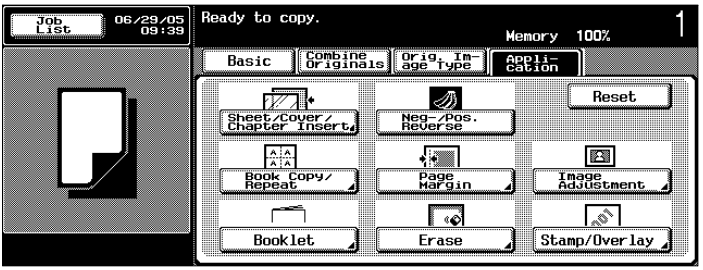
– For details on positioning the original, refer to "Positioning the Original" on page 3-7.

2 Touch [Application].



The Application screen appears.

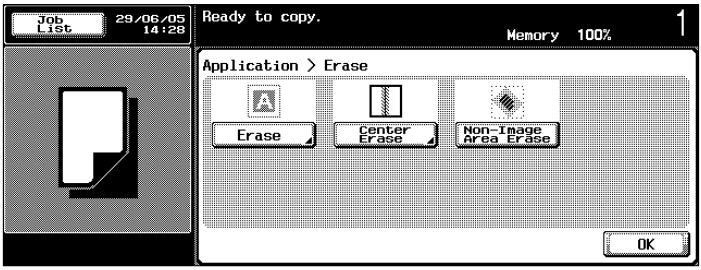
3 Touch [Erase].



– To cancel all settings for the Application functions, touch [Reset].

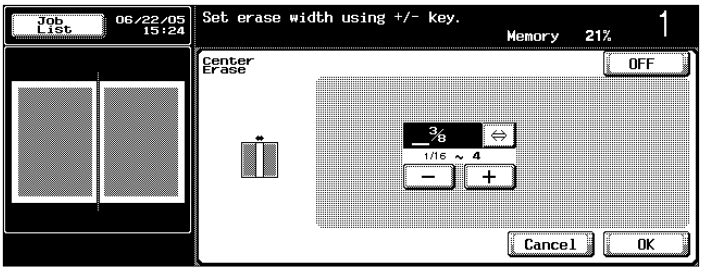
The Erase screen appears.

4 Touch [Center Erase].



The Center Erase screen appears.

5 Touch [–] and [+] or use the keypad to specify the width to be erased.



- Touch [↔] to switch between the integer and the fraction, touch[–] and [+] to specify the width to be erased, and then touch [OK].
- If a decimal value is displayed in the screen, use the keypad to type in the setting. For details on switching between decimal and fraction values, refer to “System Setting” on page 12-14.
- When using the keypad to specify the settings, press the [C] (clear) key, and then type in the setting.
- If a value outside the allowable range is specified, the message “Input Error” appears. If “Input Error” appeared or if the distance was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.
- To cancel the “Center Erase” function, touch [OFF].
- To cancel changes to the settings, touch [Cancel].

6 Touch [OK] twice.

7 If necessary, specify any other copy settings.

8 Using the keypad, type in the desired number of copies.

9 Press the [Start] key.

To erase specified areas of copies ("Non-Image Area Erase" function)

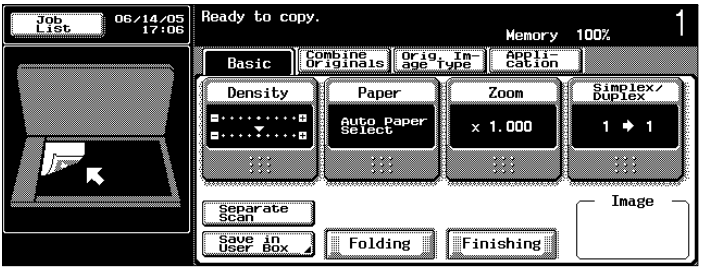
The size of the original placed on the original glass is detected, and any area not part of the original is erased.

✔ Place the original on the original glass. Do not position the original into the ADF.

1 Place the document on the original glass.

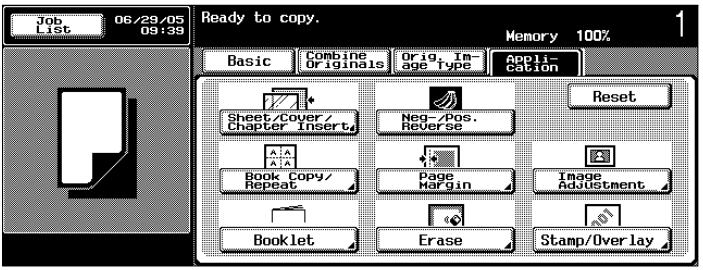
- For details on positioning the original, refer to "Positioning the Original" on page 3-7.
- Be sure to fully open the ADF before making copies, otherwise the copies will not be produced correctly.

2 Touch [Application].



The Application screen appears.

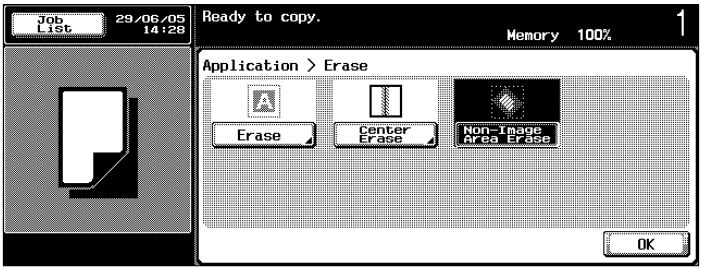
3 Touch [Erase].



– To cancel all settings for the Application functions, touch [Reset].

The Erase screen appears.

4 Touch [Non-Image Area Erase].



– To cancel the “Non-Image Area Erase” function, touch [Non-Image Area Erase] again to deselect it.

5 Touch [OK].

6 If necessary, specify any other copy settings.

– Be sure to fully open the ADF before making copies, otherwise the copies will not be produced correctly.

7 Using the keypad, type in the desired number of copies.

8 Press the [Start] key.

8.14 Printing the Date/Time, Page Number or Distribution Number on Copies (Stamp/Overlay Functions)

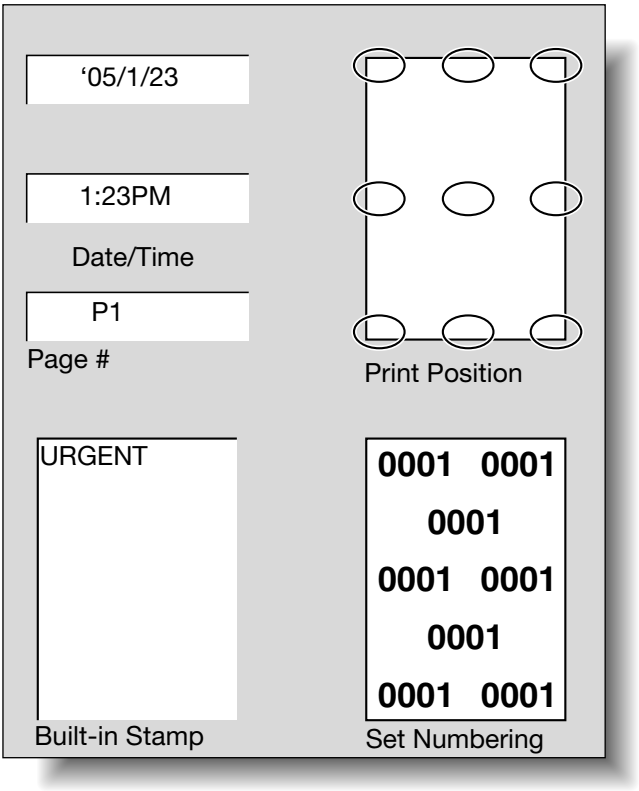
The date/time or page number can be added to copies at the specified location, or a distribution number can be added when multiple copies are made.

The following Stamp/Overlay formats are available and can be combined. In the Stamp screen, select the desired function.

The following Stamp/Overlay formats are available and can be combined.

Function	Description
Date/Time	Select a format and print the date or time on the specified pages. (Refer to page 8-81.)
Page #	Select a format and print page numbers starting with the specified page number. (Refer to page 8-83.)
Set Numbering	Print a four-digit distribution number to fill the background of each set of copies. (Refer to page 8-88.)
Built-in Stamp	Print copies with one of the preset stamps, such as “URGENT” or “IMPORTANT”. (Refer to page 8-90.)
Watermark	Print copies with one of the preset text. (Refer to page 8-92.)

If the HDD is not installed, “Set Numbering” function is not available.

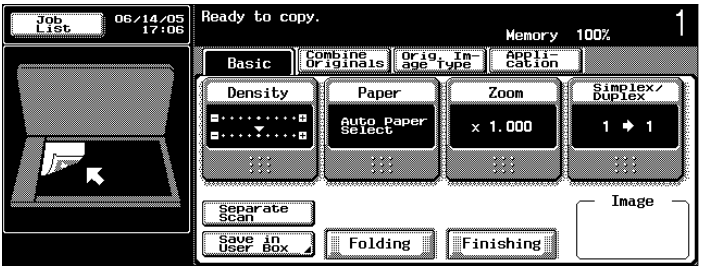

'05/1/23
1:23PM
Date/Time
P1
Page #
Print Position
URGENT
Built-in Stamp
0001 0001
0001
0001 0001
0001
0001 0001
Set Numbering

To display the Stamp/Overlay screen

1 Position the original to be copied.

– For details on positioning the original, refer to “Positioning the Original” on page 3-7.

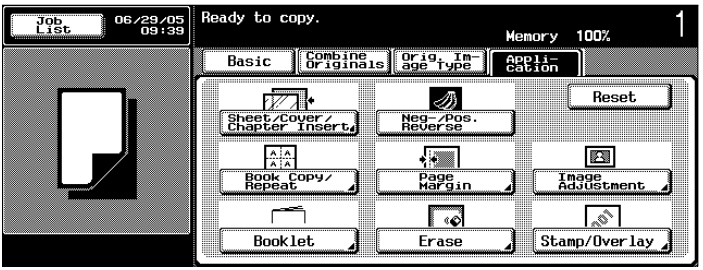
2 Touch [Application].



The Application screen appears.

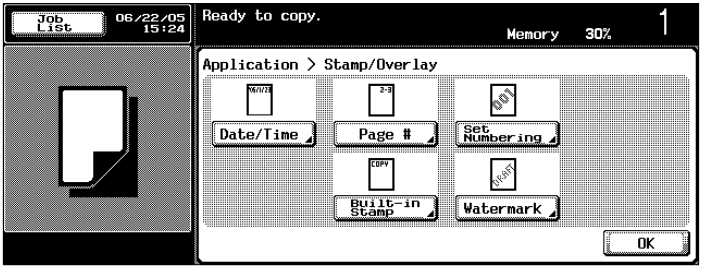
3 Touch [Stamp/Overlay].

– To cancel all settings for the Application functions, touch [Reset].



The Stamp/Overlay screen appears.

4 Select the desired Stamp function.



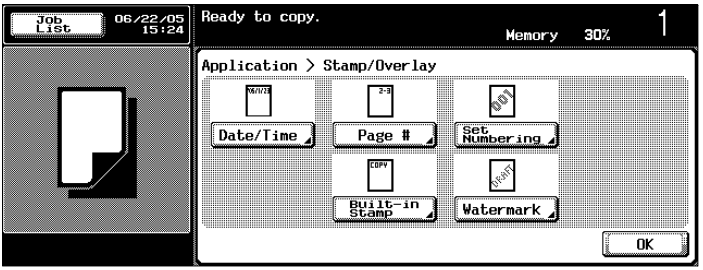
– The Stamp functions can be used together.

Printing the Date/Time (“Date/Time” function)

To copy using the “Date/Time” function

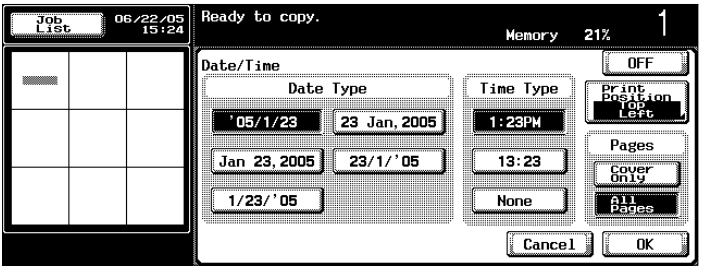
1 In the Stamp/Overlay screen, touch [Date/Time].

– For details on displaying the Stamp/Overlay screen, refer to“To display the Stamp/Overlay screen” on page 8-79.



The Date/Time screen appears.

2 Touch the buttons for the desired settings under “Date Type”, “Time Type” and “Pages”.

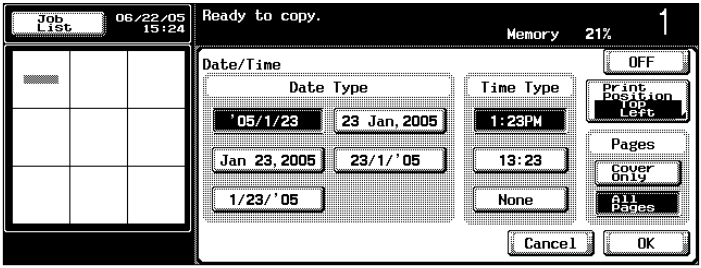


– To cancel changes to the settings, touch [Cancel].
– To cancel the “Date/Time” function, touch [OFF].

? Can the time be omitted?

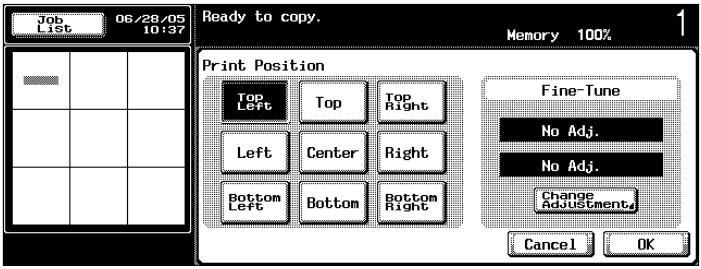
→ If “None” is selected, the time is not printed.

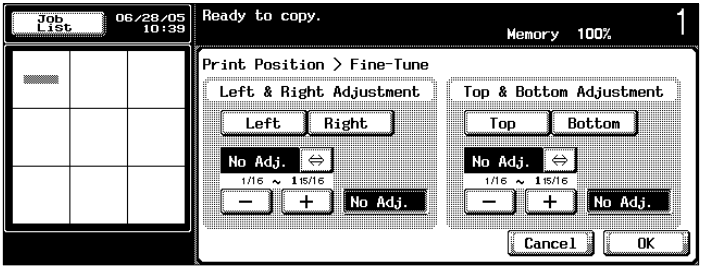
3 Touch [Print Position], and then select the printing position.



– To make fine adjustments to the printing position, continue with step 4.
– To not make fine adjustments, skip to step 6.

4 Touch [Change Adjustment].





– Select the desired direction under “Left & Right Adjustment” or “Top & Bottom Adjustment”, and then use the keypad or touch [-] and [+] to specify the adjustment amount.
– When using the keypad to specify the settings, press the [C] (clear) key, and then type in the setting.

– If a value outside the allowable range is specified, the message “Input Error” appears. If “Input Error” appeared or if the adjustment value was incorrectly entered, touch [No Adj.] or press the [C] (clear) key, and then specify the correct value.

? What are the limits on the adjustment amount?
➔ The print position can be finely adjusted in 1/16 in increments.

? Can no adjustments be made?
➔ To make no left/right or up/down adjustments, touch [No Adj.].

5 Touch [OK].

The Print Position screen appears again.

6 Touch [OK] three times.

7 If necessary, specify any other copy settings.

8 Using the keypad, type in the desired number of copies.

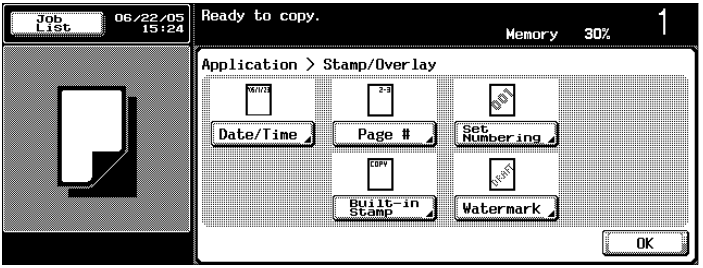
9 Press the [Start] key.

Printing the Page Number (“Page #” function)

To copy using the “Page #” function

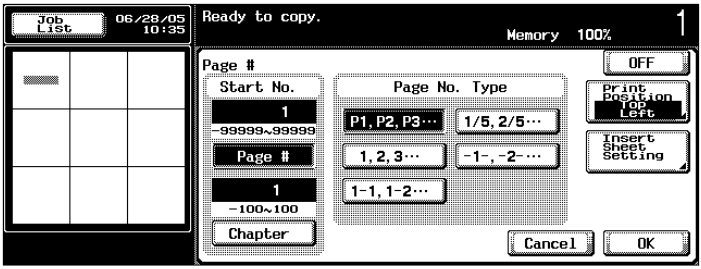
1 In the Stamp/Overlay screen, touch [Page #].

– For details on displaying the Stamp/Overlay screen, refer to “To display the Stamp/Overlay screen” on page 8-79.



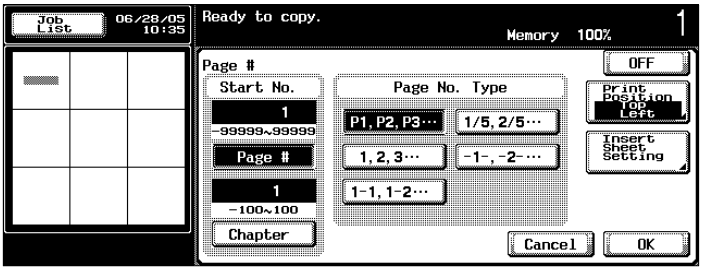
The Page # screen appears.

2 Under “Start No.”, touch either [Page #] or [Chapter].



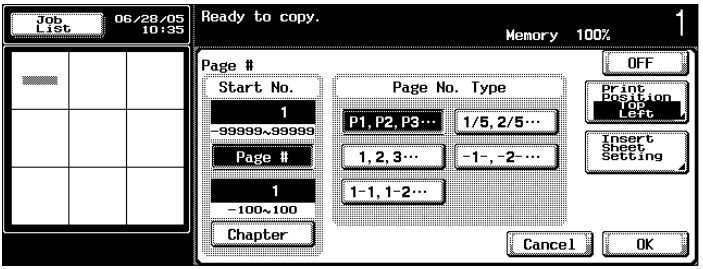
- Using the keypad, type in the starting page number.
- The setting for “Start No.” can be set to a number between -99999 and 99999.
- The starting chapter number can be set between -100 and 100.
- When specifying a setting for “Start No.”, switch the number between positive and negative by pressing the [±] key.
- To cancel changes to the settings, touch [Cancel].
- To cancel the “Page #” function, touch [OFF].

3 Specify the page number type.



- To specify settings for cover pages and insertion sheets or if there are inserted pages, continue with step 4.
- If there are no insertion sheets, skip to step 6.

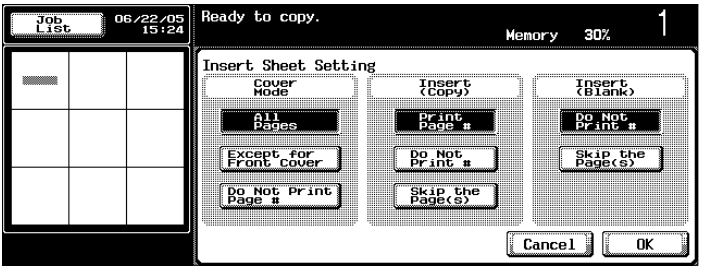
4 Touch [Insert Sheet Setting].



– To print the page number on all pages, including the front and back cover pages, touch [All Pages] under “Cover Mode”.
– To print the page number on all pages except for the front cover page, touch [Except for Front Cover] under “Cover Mode”.
– To print the page number on all pages except for the front and back cover pages, touch [Do Not Print Page #] under “Cover Mode”.
– If “Print Page #” under “Insert (Copy)” is selected, the document image is printed on the page.
– If “Do Not Print #” is selected under “Insert (Copy)” or “Insert (Blank)”, the page number is counted, but the page is left blank. If “Skip the page(s)” is selected, the page number is not counted and the page is left blank.

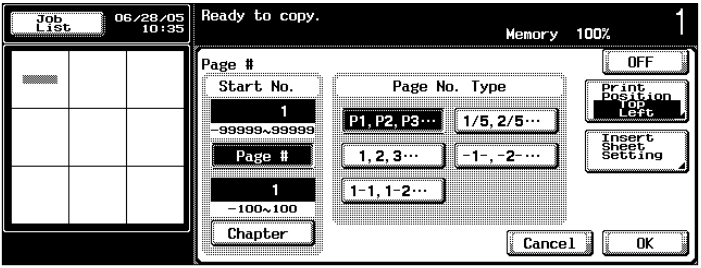
The sheet setting screen appears.

5 To specify settings for the pages to be printed on, and then touch [OK].



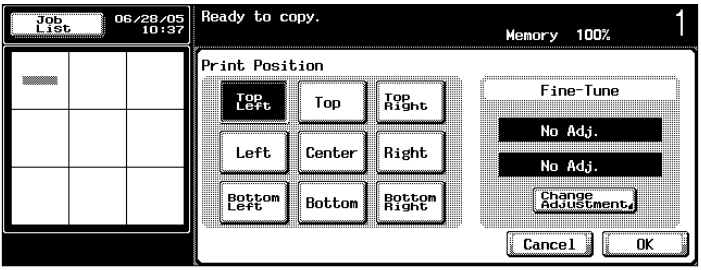
The Page # screen appears again.

6 Touch [Print Position].



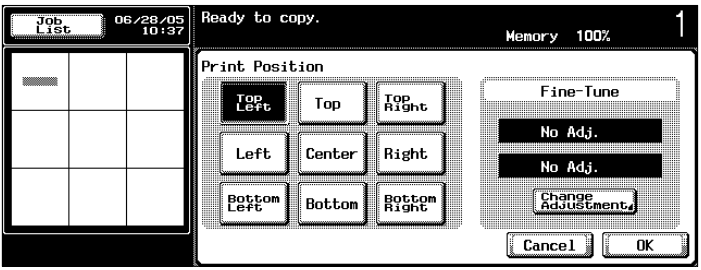
The Print Position screen appears.

7 Select the printing position.



- To make fine adjustments to the printing position, continue with step 8.
- To not make fine adjustments, skip to step 10.

8 Touch [Change Adjustment].



- Select the desired direction under “Left & Right Adjustment” or “Top & Bottom Adjustment”, and then use the keypad or touch [-] and [+] to specify the adjustment amount.
- When using the keypad to specify the settings, press the [C] (clear) key, and then type in the setting.

– If a value outside the allowable range is specified, the message “Input Error” appears. If “Input Error” appeared or if the distance was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

? What are the limits on the adjustment amount?
➔ The print position can be finely adjusted in 1/16 in increments.

? Can no adjustments be made?
➔ To make no left/right or up/down adjustments, touch [No Adj.].

9 Touch [OK].

The Print Position screen appears.

10 Touch [OK] two times.

11 If necessary, specify any other copy settings.

12 Using the keypad, type in the desired number of copies.

13 Press the [Start] key.

Printing the Distribution Number ("Set Numbering" function)

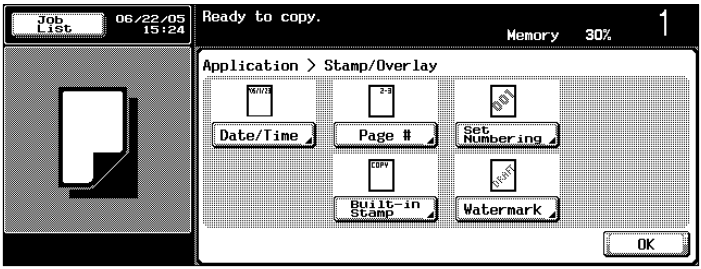
Detail

The distribution number is normally printed as a four-digit number. If "Start Number" is set to "1", "0001" is printed.

To copy using the "Set Numbering" function

✔ Printing is not possible with "Set Numbering" function if the hard disk drive is not installed.

1 In the Stamp/Overlay screen, touch [Set Numbering].

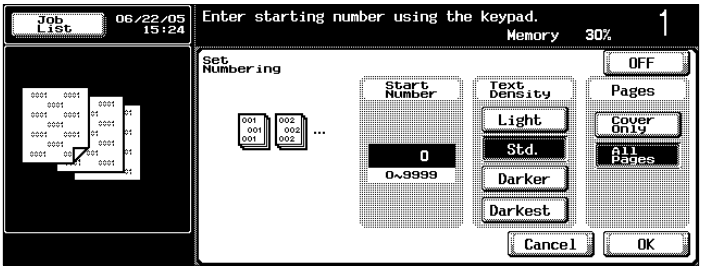


– For details on displaying the Stamp/Overlay screen, refer to "To display the Stamp/Overlay screen" on page 8-79.

The Set Numbering screen appears.

2 Using the keypad, type in the starting number.

– The starting number can be set between 0 and 9999.
– The distribution number is normally printed as a four-digit number. If "Start Number" is set to "1", "0001" is printed.



– To cancel changes to the settings, touch [Cancel].
– To cancel the "Set Numbering" function, touch [OFF].

3 Touch a button under “Text Density” and “Pages” to specify the desired settings.

4 Touch [OK] twice.

5 If necessary, specify any other copy settings.

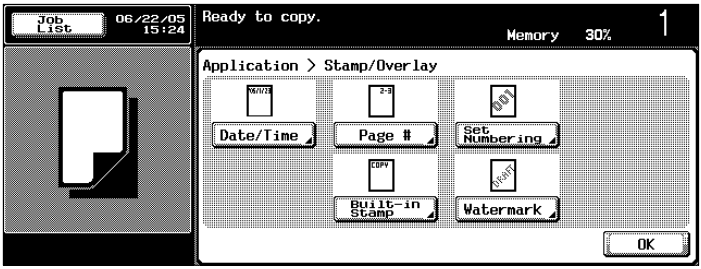
6 Using the keypad, type in the desired number of copies.

7 Press the [Start] key.

Printing the built-in stamp ("Built-In Stamp" function)

To copy using the "Built-in stamp" function

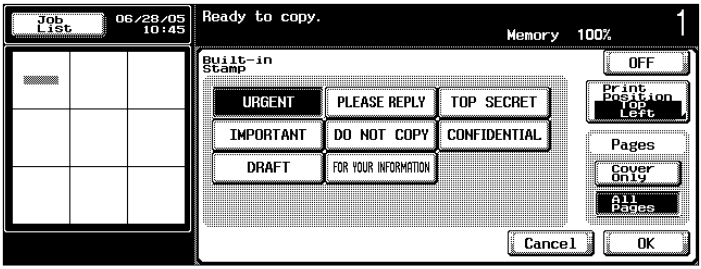
1 In the Stamp/Overlay screen, touch [Built-In Stamp].



– For details on displaying the Stamp/Overlay screen, refer to "To display the Stamp/Overlay screen" on page 8-79.

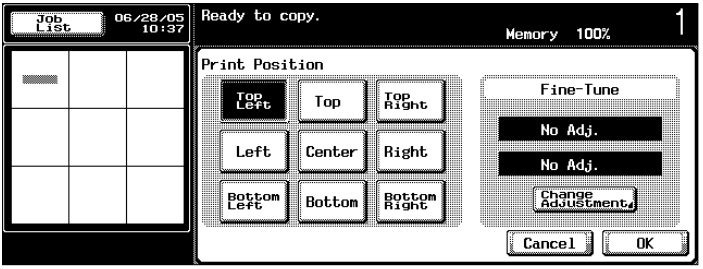
The Built-In Stamp screen appears.

2 Select the preset stamp.



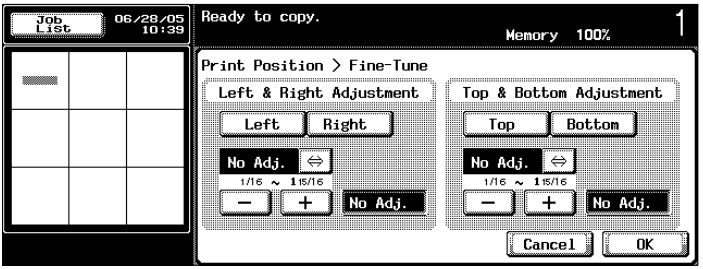
– To cancel changes to the settings, touch [Cancel].
– To cancel the "Built-In Stamp" function, touch [OFF].

3 Touch [Print Position], and then select the printing position.



- To make fine adjustments to the printing position, continue with step 4.
- To not make fine adjustments, skip to step 6.

4 Touch [Change Adjustment].



- Select the desired direction under “Left & Right Adjustment” or “Top & Bottom Adjustment”, and then use the keypad or touch [-] and [+] to specify the adjustment amount.
- When using the keypad to specify the settings, press the [C] (clear) key, and then type in the setting.
 If a value outside the allowable range is specified, the message “Input Error” appears.
 If “Input Error” appeared or if the distance was incorrectly entered, press the [C] (clear) key to erase the value, and then specify the correct value.

5 Touch [OK] four times.

6 If necessary, specify any other copy settings.

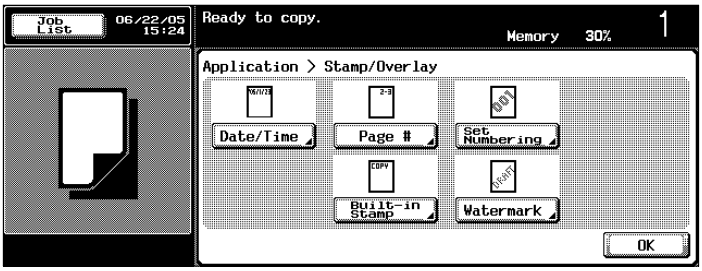
7 Using the keypad, type in the desired number of copies.

8 Press the [Start] key.

Printing the preset text at the center of the copy image ("Watermark" function)

To copy using the "Watermark" function

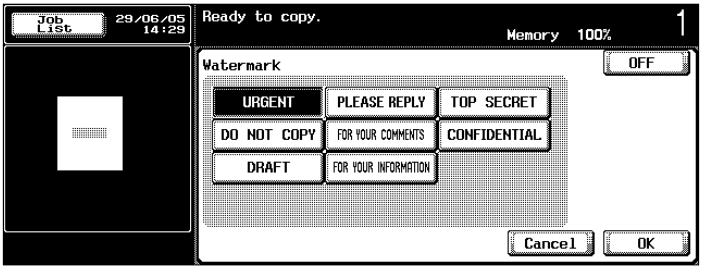
1 In the Stamp/Overlay screen, touch [Watermark].



– For details on displaying the Stamp/Overlay screen, refer to "To display the Stamp/Overlay screen" on page 8-79.

The Watermark screen appears.

2 Select the preset text to be printed.



– To cancel changes to the settings, touch [Cancel].
– To cancel the "Watermark" function, touch [OFF].

3 Touch [OK] twice.

The Watermark screen appears again.

4 If necessary, specify any other copy settings.

5 Using the keypad, type in the desired number of copies.

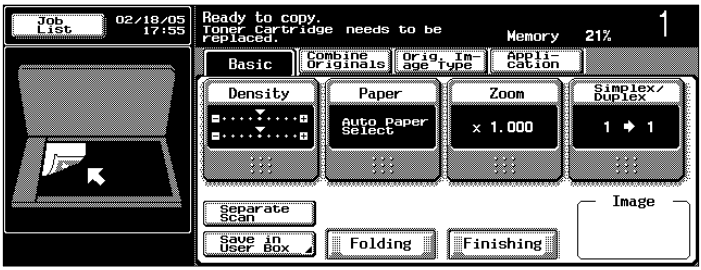
6 Press the [Start] key.

9 Replacing Toner Cartridges and Staples and Emptying Dust Boxes

9 Replacing Toner Cartridges and Staples and Emptying Dust Boxes

9.1 Replacing the Toner Cartridge

When the toner is about to run out, the warning message shown below appears. Replace the toner cartridge.

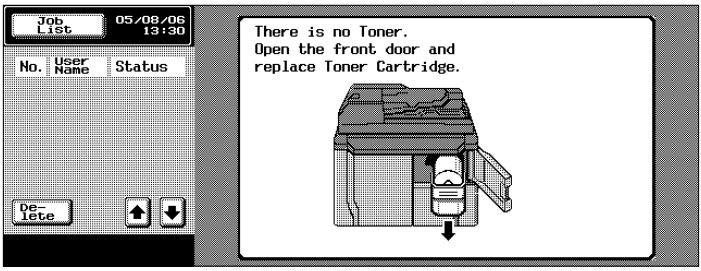


Detail

Some copies can be printed between the time that the message "Toner Cartridge needs to be replaced." appears until the time that the message "Replace the Toner." appears. However, it is recommended that the toner cartridge be replaced when the message "Toner Cartridge needs to be replaced." appears.

When the message"Replace the toner" appears, the machine is stopped.

When the toner is empty, the warning message shown below appears and copies can no longer be made.

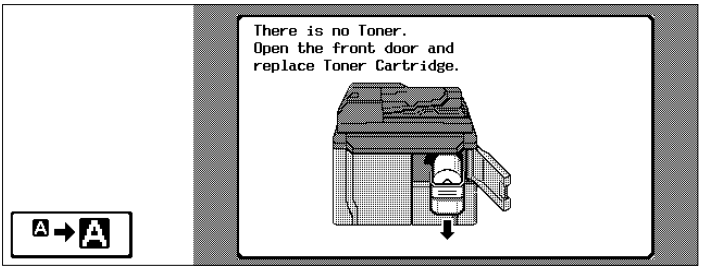


Detail

For details on replacing the toner cartridges, refer to "To replace the toner cartridge" on page 9-4.

Display in Enlarge Display Mode

When the toner is empty, the screen shown below appears.



Touch [A→A] to display the message enlarged.



⚠ WARNING

Handling toner and the toner cartridges

➔ Do not throw toner or the toner cartridge into a fire.

➔ Toner expelled from the fire may cause burns.

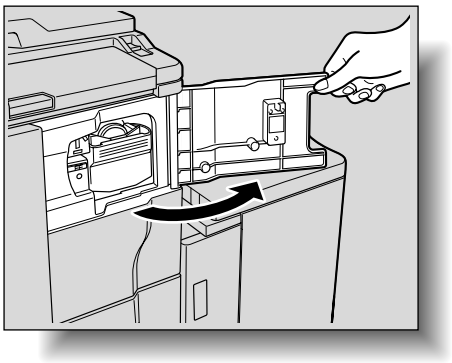
⚠ CAUTION

Precautions for toner spills

- ➔ Be careful not to spill toner inside the machine or get toner on your clothes or hands.
- ➔ If your hands become soiled with toner, immediately wash them with soap and water.
- ➔ If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

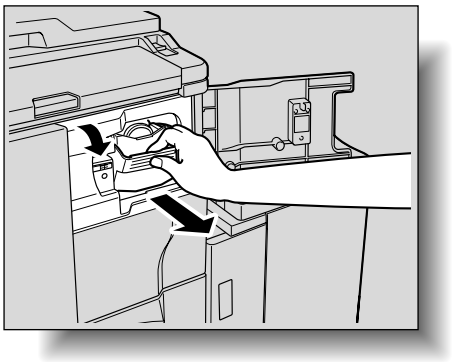
To replace the toner cartridge

1 Open the toner cartridge door.

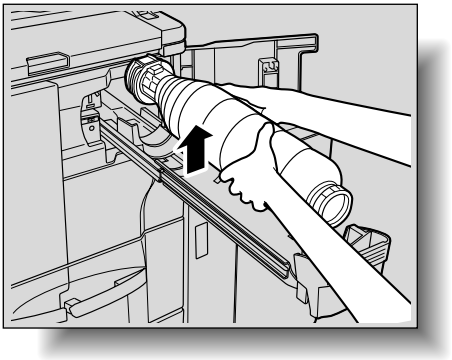


2 Pull out the cartridge holder.

While pulling the toner-cartridge-securing lever toward you, pull the cartridge holder out toward you as far as possible.

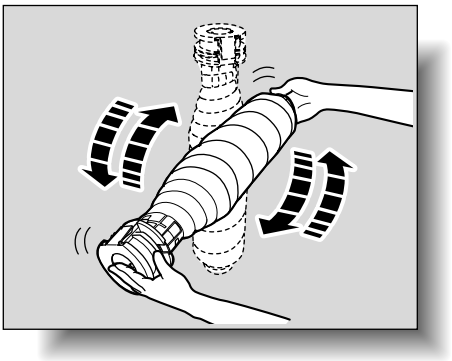


3 Pull up the used toner cartridge to remove it.

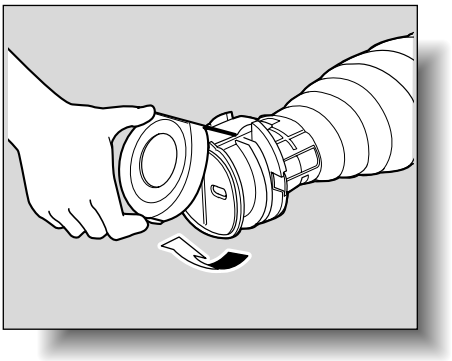


4 Shake the new toner cartridge by turning it over about five times.

– The toner within the toner cartridge may have become compacted. If it has, be sure to shake the toner cartridge until the toner is mostly broken up before installing the cartridge.

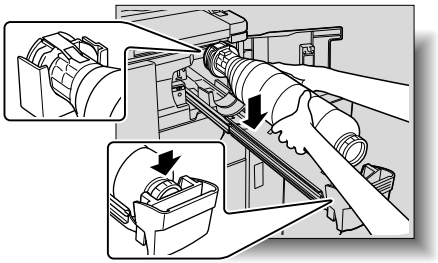


5 Remove the cover from the toner cartridge.

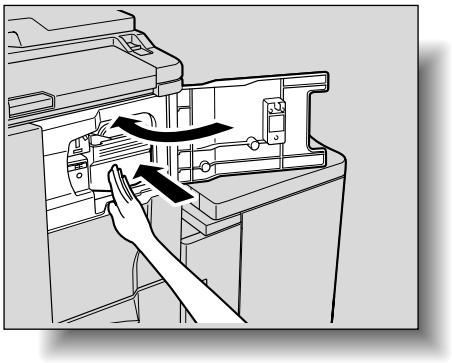


6 Install the toner cartridge, making sure that it is correctly oriented.

With the label at the end of the toner cartridge facing up, insert the bottom of the cartridge into the slot in the cartridge holder.

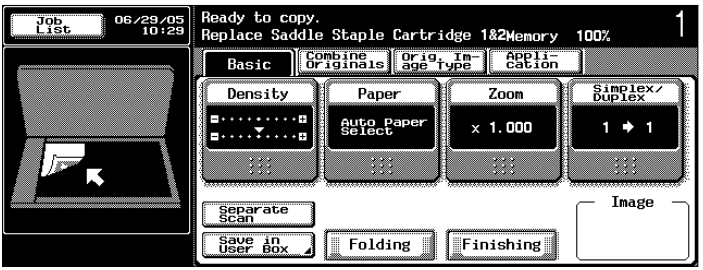


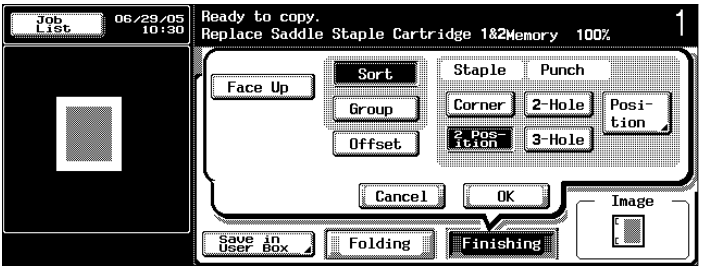
7 Return the cartridge holder to its original position, and then close the toner cartridge door.



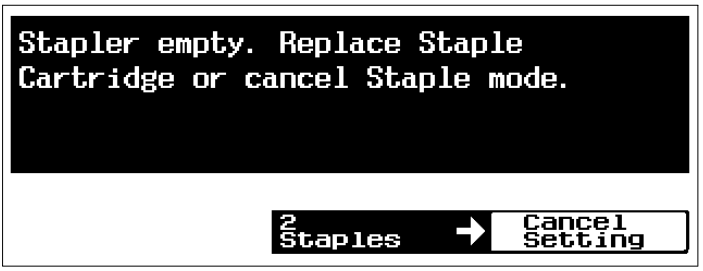
9.2 Replacing the Staples

When finisher FS-504/FS-602 is installed and is about to run out of staples, the message shown below appears.





Display in Enlarge Display Mode



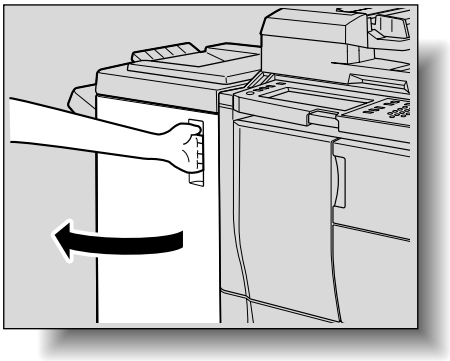
Detail

Be sure to replace the staple cartridge only after the message appears, otherwise the machine may be damaged.

When staples run out in either of Saddle Staple Cartridge 1 or 2, the message "Replace Staple Cartridge 1" or "Replace Staple Cartridge 2" appears.

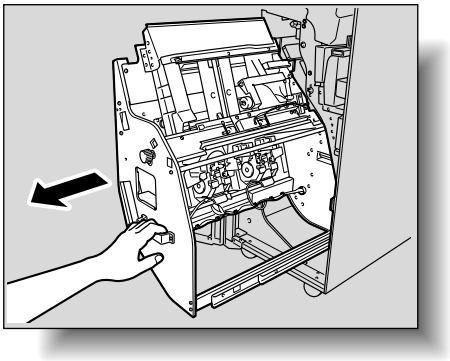
To replace the staple cartridge for finisher FS-504

1 Open the finisher door.



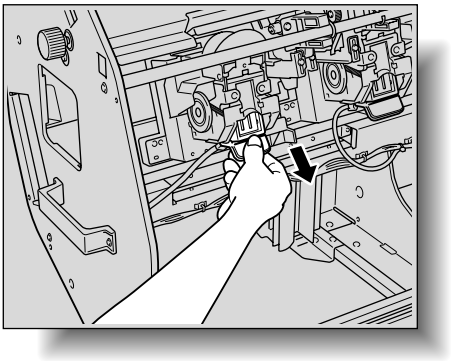
2 Pull out the stacker unit.

– Hold the stacker unit handle, and then slowly pull out the stacker unit as far as possible.



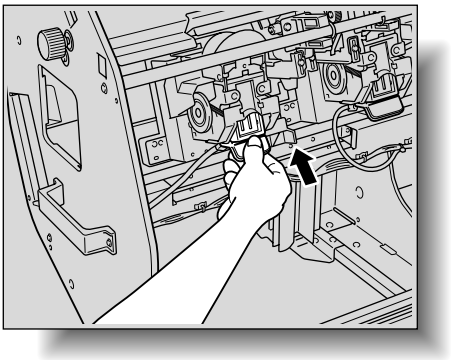
3 Remove the empty staple cartridge from the staple cartridge holder.

– Hold the lever on the staple cartridge, and then pull the cartridge down to remove it.

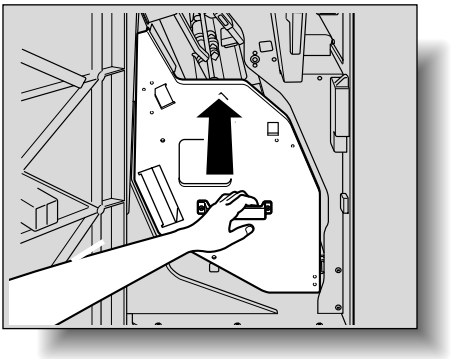


4 Install the new staple cartridge.

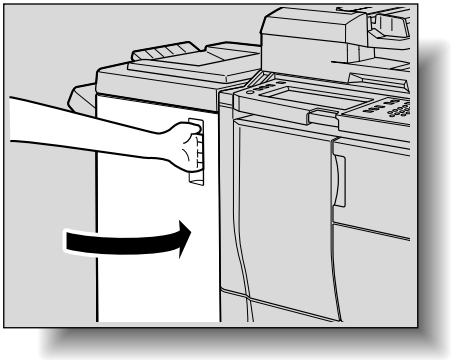
– Push up the staple cartridge, and then check that the cartridge is securely installed.



5 Return the stacker unit to its original position.

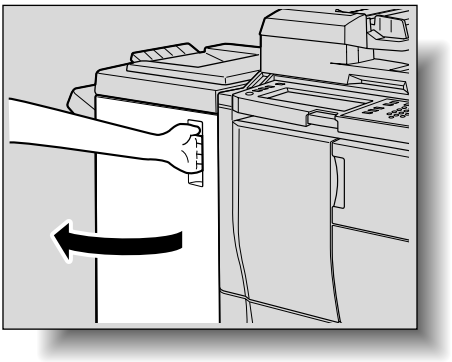


6 Close the finisher door.



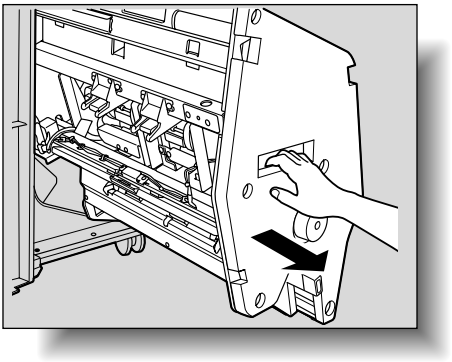
To replace the staple cartridge for finisher FS-602

1 Open the finisher door.



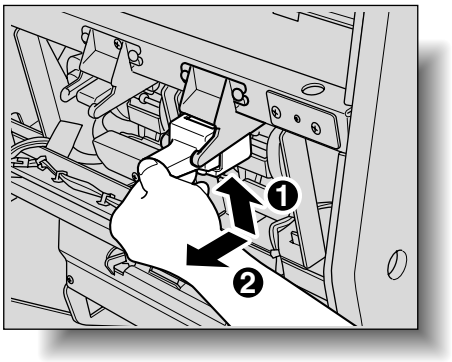
2 Pull out the stacker unit.

– Hold the stacker unit handle, and then slowly pull out the stacker unit as far as possible.

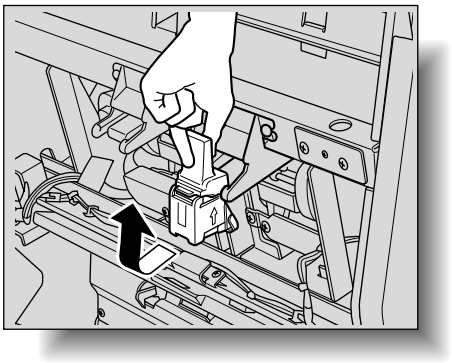


3 Remove the staple cartridge.

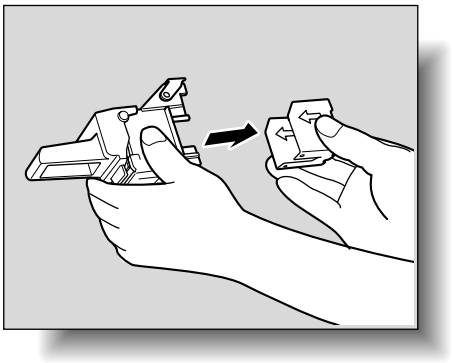
– While lifting the lever on the staple cartridge, pull the cartridge toward you to remove it.



– Remove the staple cartridge by guiding it along the rails.

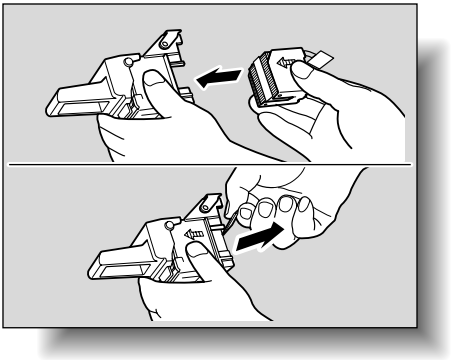


4 Remove the empty cartridge case from the staple cartridge.



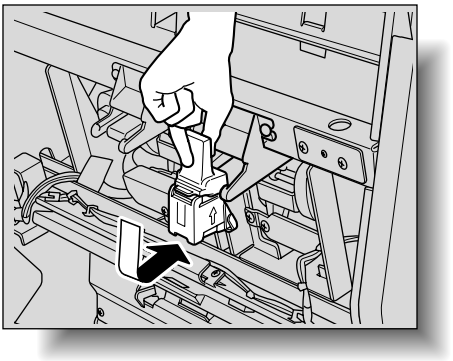
5 Load the new cartridge case into the staple cartridge.

– Align the side of the staple cartridge marked by the arrow with the side of the cartridge case marked by the arrow, and then fully insert the staple cartridge.
– Carefully pull the seal off the cartridge case.

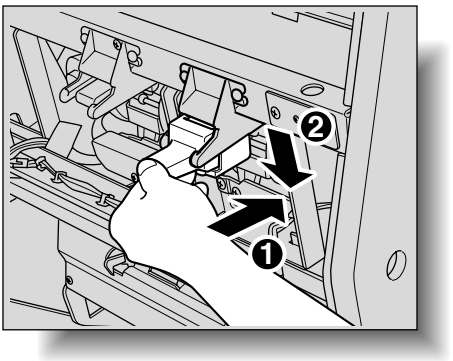


6 Install the staple cartridge.

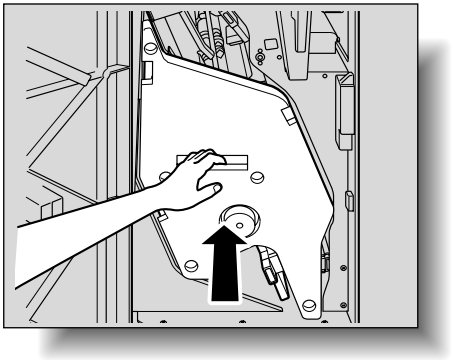
– Place the staple cartridge on the rails, and then guide it back to its original position.



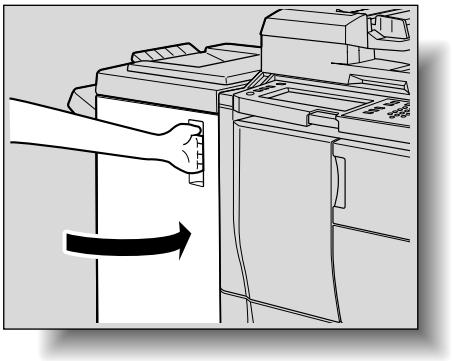
– Push down the staple cartridge, and then check that the cartridge is securely installed.



7 Return the stacker unit to its original position.



8 Close the finisher door.



...

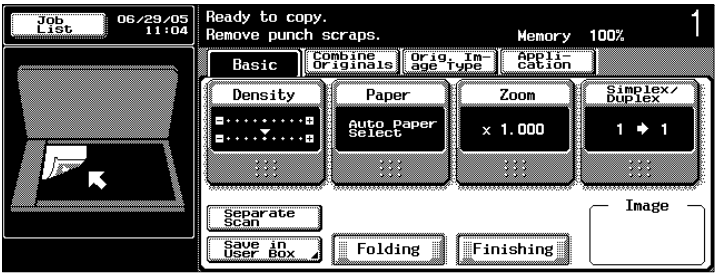
Reminder

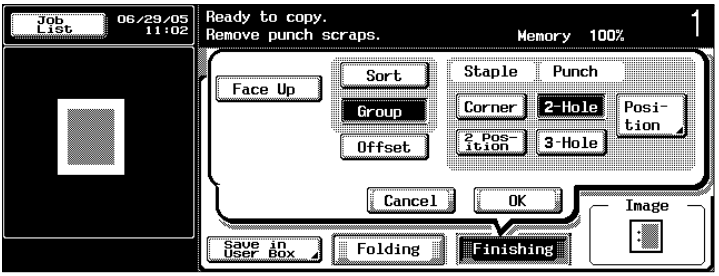
Do not remove the remaining staples, otherwise the machine will not be able staple after the cartridge is replaced.

9.3 Emptying the Dust Boxes

To empty the dust box of the punch kit

If the punch dust box in punch kit PK-505 installed on finisher FS-504/FS-602 becomes full, the message shown below appears.

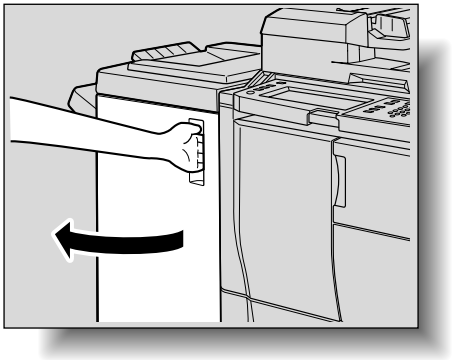




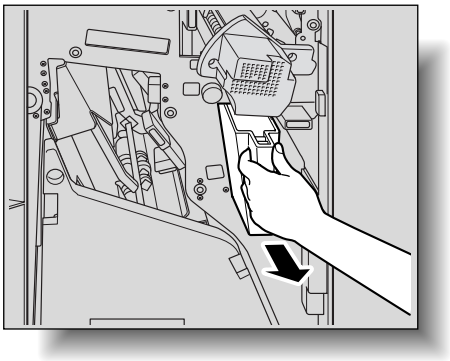
Display in Enlarge Display Mode



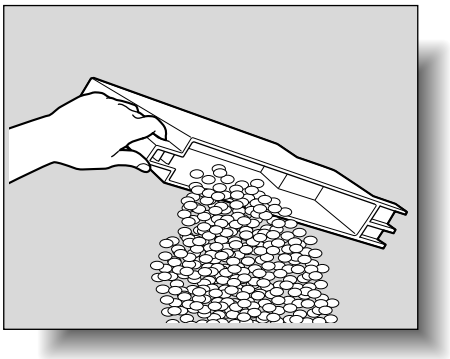
1 Open the finisher door.



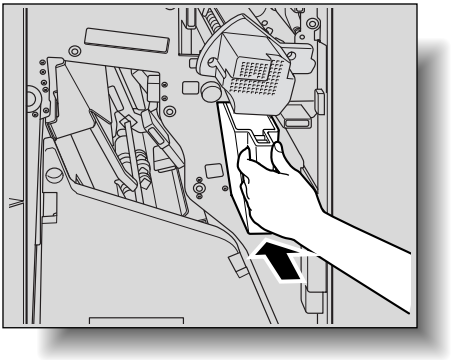
2 Pull out the punch dust box.



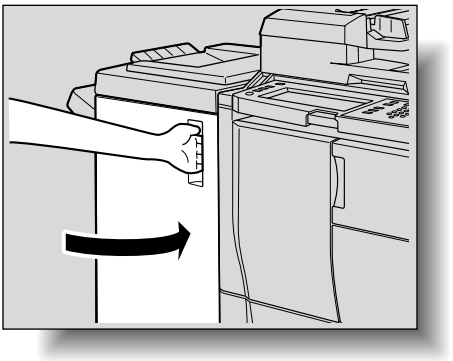
3 Empty the punch dust box.



4 Install the punch dust box into its original position.

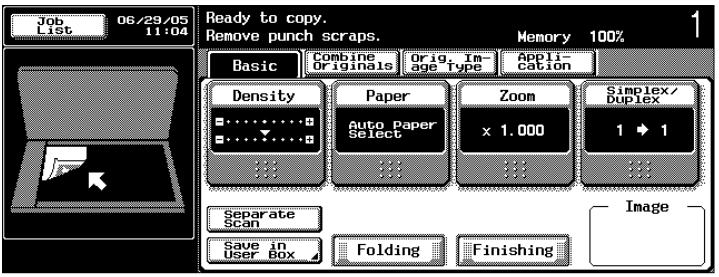


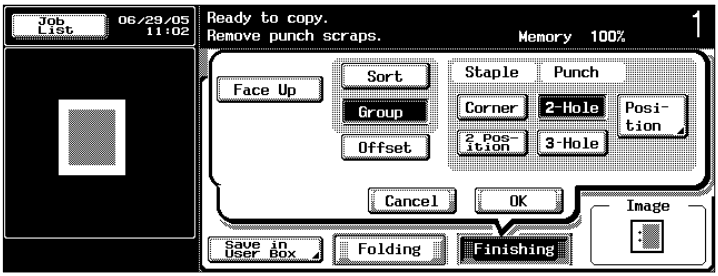
5 Close the finisher door.



To empty the dust box of the Z-folding unit

If the punch dust box in Z-folding unit ZU-602 installed on finisher FS-504/ FS-602 becomes full, the message shown below appears.

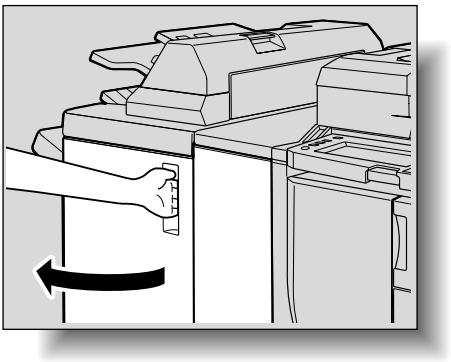




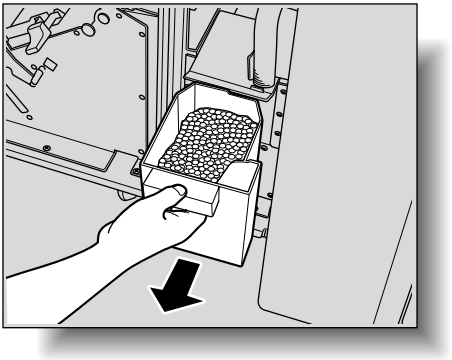
Display in Enlarge Display Mode



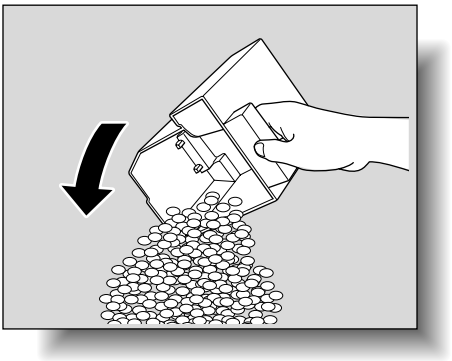
1 Open the finisher door.



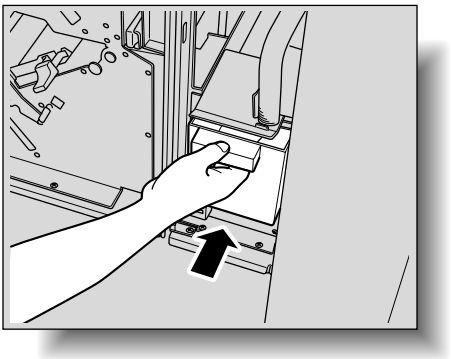
2 Pull out the punch dust box.



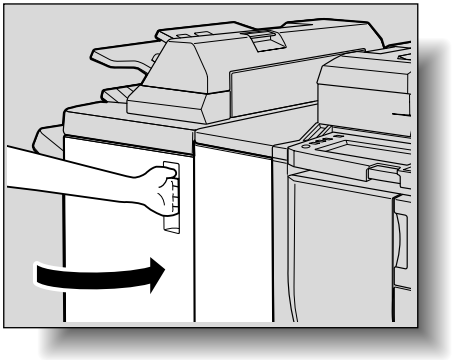
3 Empty the punch dust box.



4 Install the punch dust box into its original position.



5 Close the finisher door.



10 Care of the Machine

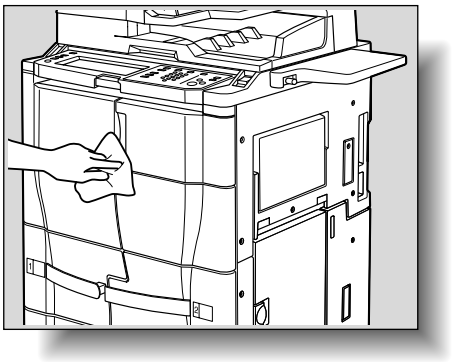
10 Care of the Machine

10.1 Cleaning

This section describes the procedures for cleaning each part.

Main body

➔ Clean the surface of the main body by wiping it with a soft cloth dampened with a mild household detergent.



...

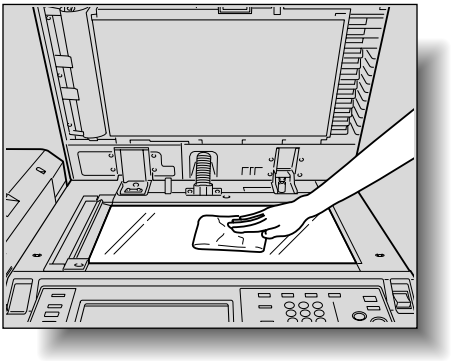
Reminder

Be sure to turn off the machine (set the power switch to "○") before cleaning it.

Never use solvents, such as benzene or thinner, to clean the main body.

Original Glass

➔ Clean the surface of the original glass by wiping it with a soft, dry cloth.



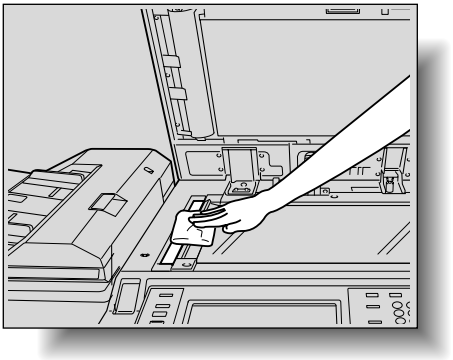
...

Reminder

Never use solvents, such as benzene or thinner, to clean the original glass.

Left Partition Glass

➔ Clean the left partition glass by wiping it with a soft, dry cloth.



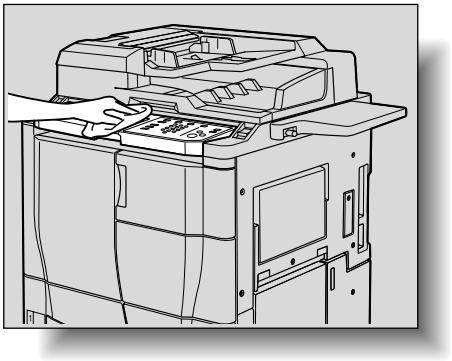
...

Reminder

Never use solvents, such as benzene or thinner, to clean the left partition glass.

Control Panel

➔ Clean the control panel by wiping it with a soft, dry cloth.



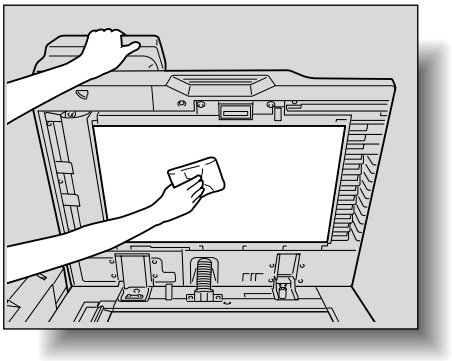
...

Reminder

Pressing too hard on the control panel or the touch panel may damage them. In addition, never use a mild household detergent, glass cleaner, benzene or thinner to clean the control panel or touch panel.

ADF platen guide cover

➔ Clean the ADF platen guide cover by wiping it with a soft, dry cloth.



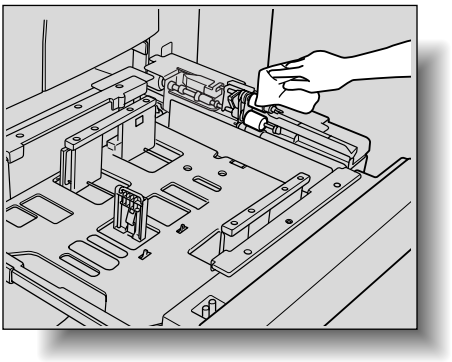
...

Reminder

Never use solvents, such as benzene or thinner, to clean the ADF platen guide cover.

Paper Take-Up Roller

➔ Clean the paper take-up rollers by wiping them with a soft, dry cloth.



...

Reminder

Never use solvents, such as benzene or thinner, to clean the paper take-up roller.

10.2 Viewing Counters (Meter Count)

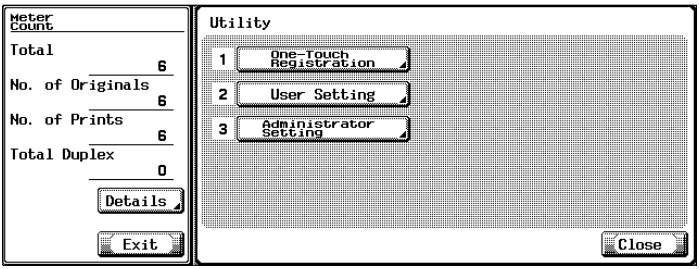
The Meter Count screen can be displayed so that the total number of prints since counting started can be viewed.

In addition, the list of counters can be printed.

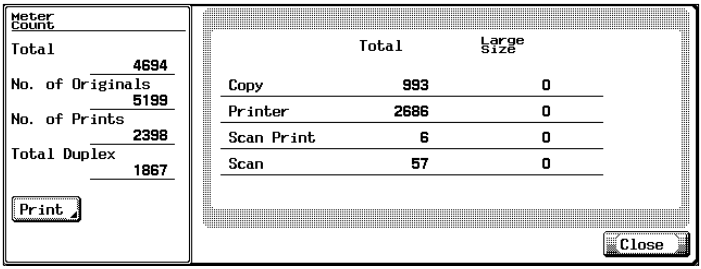
To view the counters

1 Press the [Utility/Counter] key.

2 Touch [Details] in the sub display area.



The list of counters appears.



? Can the list of counters be printed?

→ To print the list of counters, touch [Print], select the paper size, and then press the [Start] key.

3 Touch [Close].

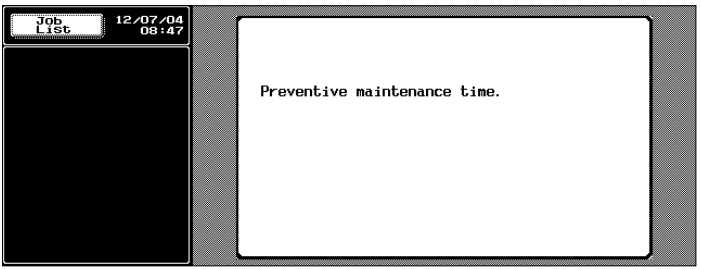
The Basic screen appears again.

Note

The list of counters can be displayed even while the machine is copying or printing.

10.3 When the Message “Preventive maintenance time.” Appears

If the message “Preventive maintenance time.” appears, contact your technical representative and request a periodic maintenance inspection.



11 Managing Jobs (Job List)

11 Managing Jobs (Job List)

11.1 Overview of the Job List Screen

Jobs

Specifying the desired copy settings, then pressing the [Start] key queues the copy operation in this machine. This queued operation is called a job. In the same way, operations for making scans and computer printouts are also queued as jobs.

- Jobs that are being performed and the job log can be checked from the Job List screen.
- Jobs are printed starting with the one at the top of the Current Jobs list.
- Jobs are numbered in the order that they were programmed and are queued to be performed (printed).

Note

The job number identifies the job; it does not indicate the printing order. In addition, the job number does not change until the job is deleted.

By using the "Increase Priority" function, the selected job can be moved to the front of the queue so that it is printed first.

Multi-Job Feature

Queued jobs are managed by the machine.

- While one job is being printed, another job can be queued. A total of 78 jobs can be queued.
- When one job is finished being printed, the next queued print job automatically begins.

Job List Screens

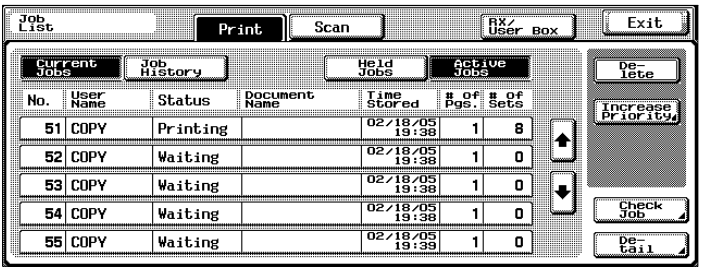
An overview of the Job List screens is provided below.

- From the Job List screen, the following tabs for various specific functions can be displayed.

– Print:
Lists print jobs for copying and computer printing
– Scan:
Lists scanner transmission jobs
– RX: User Box
Lists print jobs saved in boxes

The screen for each function listed above can be displayed from any other Job List screen. However, if a different tab is selected while a job setting is being changed, that setting is canceled.

- A Current Jobs list and a Job History list can be displayed for each function.
 - Current Jobs:
 Lists jobs that are queued and being performed, allowing you to check the current status of the machine.
 - Job History:
 Lists jobs that have been completed, including jobs that were not performed due to an error, allowing you to check the history and results of all jobs.
- The type of jobs to be displayed can be selected from the Current Jobs list and Job History list. For example, the lists of stored jobs and active jobs are displayed in the Current Jobs list on the Print tab, and the lists of deleted jobs, completed jobs and all jobs are displayed in the Job History list. The types of jobs that can be selected differ depending on the selected tab.
- The function of each button in the Job List screens is described below. A selected button indicates which job list is currently displayed. [Held Jobs], [Active Jobs], [Increase Priority], [Delete], and [Check Job] appear in the Current Jobs list on the Print tab.



Name	Description
[Print]	Displays the Print tab of the Job List screen.
[Scan]	Displays the Scan tab of the Job List screen. For more details, refer to the Network scanner volume of the bizhub 750/600 User's Guide.
[RX/User Box]	Displays the RX/User Box tab of the Job List screen. For more details, refer to the Facsimile Operations of the bizhub 750/600 User's Guide.
[Current Jobs]	Switches from Job History to Current Jobs. This lists the jobs that are currently being performed and the jobs are queued (waiting) to be performed.
[Job History]	Switches from Current Jobs to Job History. This lists the completed jobs.
[Held Jobs] [Active Jobs]	Specifies the type of jobs displayed in the Job List screen. Change the display mode by touching the appropriate button. The buttons that appear differ depending on the tab or list (Current Jobs or Job History) that is displayed.
[Exit]	Quits Job List mode and returns to the screen that was displayed before [Job List] was touched.
[Delete]	Deletes job selected in the Current Jobs list. For details, refer to "To delete a job" on page 11-6.
[Increase Priority]	Selects the next job to be printed after the current job is finished. For details, refer to "To increase priority for printing" on page 11-18. The buttons that appear differ depending on the tab or list (Current Jobs or Job History) that is displayed.
[Check Job]	Displays screens for checking the settings for the job selected in the Current Jobs list. For details, refer to "To check the job settings" on page 11-8.
[Detail]	Displays screens for checking the status, results, error details, user name, queued time, completed time and number of copies for jobs in the job lists. For details, refer to "Displayed Information" on page 11-9.
[▲]/[▼]	When there are more jobs than the five that can be displayed at one time, touch these arrows to display jobs higher or lower in the list (higher or lower in the printing order).

The following information is listed in the Print tab.

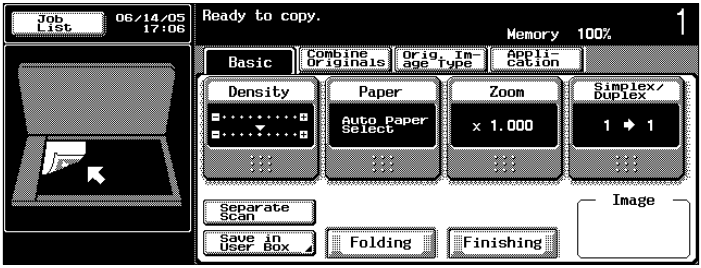
Item Name	Description
No.	Job identification number assigned when the job is queued.
User Name	Displays the type (source) of the job. “COPY” is displayed for copy jobs.
Status	Displays the status of the job.
Original Name	Displays the name of the file for print jobs sent from a computer. If user authentication settings have been applied, the names of original are not displayed. The names of confidential original are not displayed for other users.
Time Stored	Displays the time that the job was queued.
# of Pgs.	Displays the number of pages in the original.
# of Sets	Displays the specified number of pages to be printed.
Result (Job History list only)	Displays the result of the operation (Job Complete, Error Cleared, Deleted by User, Mode cancelled from conflict)

11.2 Performing Operations on Jobs

To delete a job

A queued job or job being printed (job in the Active Jobs list) can be deleted.

1 In the Basic screen, touch [Job List].



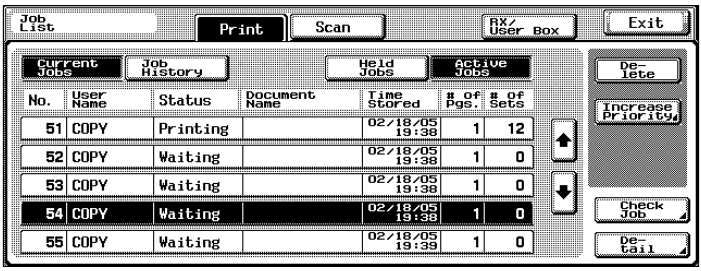
The Job List screen appears.

2 In the Print tab, display the job to be deleted.

– Jobs in the Job History list cannot be deleted.

3 Select the job to be deleted, and then touch [Delete].

– If the job to be deleted is not displayed, touch [▲] and [▼] until the desired job is displayed.
– If an incorrect job was selected, select a different job or touch the button for the selected job again to deselect it.



A message requesting confirmation to delete the job appears.

4 Check the information that is displayed, and then touch [Yes].

– To quit deleting the job, touch [No].



The job is deleted from the Current Jobs list and the Job List screen appears again.

5 Touch [Exit] or press the [Reset] key.

The screen that was displayed before [Job List] was touched appears again.

...

Note

If user authentication settings have been applied and the machine is set so that jobs cannot be deleted by other users, the job is not deleted.

To check the job settings

Job settings for stored jobs, jobs being printed, jobs queued to be printed and held jobs can be checked.

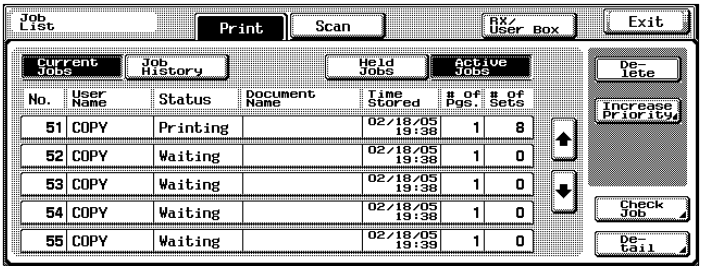
1 In the Basic screen, touch [Job List].

The Job List screen appears.

2 Display the list containing the job whose settings are to be checked.

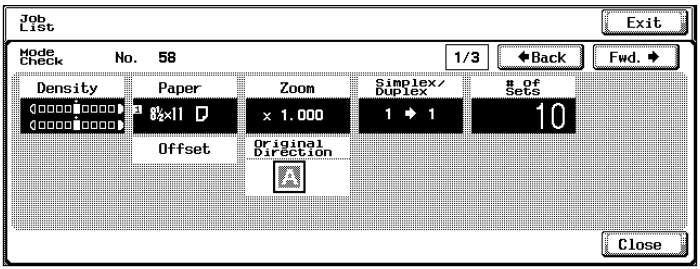
3 Select the job whose settings are to be checked, and then touch [Check Job].

- If an incorrect job was selected, select a different job or touch the button for the selected job again to deselect it.
- The Check Job Details screen appears.
- The contents and number of Check Job Details screens differ depending on the job that was selected.
- The number to the left of [←Back] indicates the number of the currently displayed screen/the total number of screens.
- To display the previous screen, touch [←Back]. To display the next screen, touch [Fwd.→].



4 To finish checking the settings, touch [Close] or [Exit], or press the [Reset] key.

- To return to the Job List screen, touch [Close].
- To return to the Basic screen, touch [Exit] or press the [Reset] key.



Displayed Information

The following information can be checked from the Job List screen.

- Print tab
 Status (Receiving, Waiting, Printing, Printing Stopped, Print Error, Job Stored, Deleting)[*1], Result (Job complete, Error cleared, Deleted by User, Deleted Due To Error)[*2], Error Detail[*2], Document Name, User Name, Start Time, # of pgs., # of Sets, Output Tray
- Scan tab
 Status (Transferring)[*1], Result (Job complete, Error cleared, User Delete,)[*2], Error Detail[*2], Address, Type, User Name, TX No., Time of Storage, # of pgs., File Name, No. of Dest (number of jobs being sent/ number of specified recipients)[*3]
- RX/User Box tab
 Status (Receiving, Waiting, Printing, Printing Stopped, Print Error, Memory Storage)[*1], Result (Job complete, Error cleared, User Delete, Deleted Due To Error)[*2], Error Detail[*2], RX User Box (box number/box name), User Name, Time Stored, # of pgs., # of Sets, Output Tray, File Name

[*1]Displayed only for jobs in the Current Jobs list

[*2]Displayed only for jobs in the Job History list

[*3]Displayed only for Current Jobs transmitted to multiple recipients

To check the job details

1 In the Basic screen, touch [Job List].

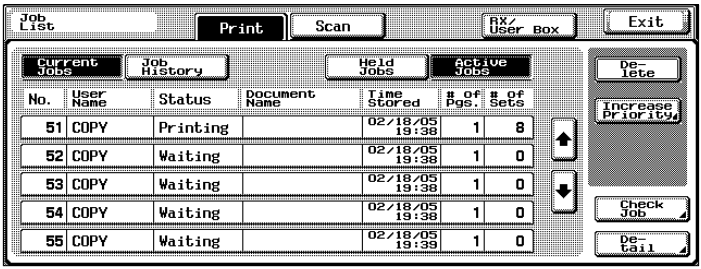
The Job List screen appears.

2 Display the list containing the job whose details are to be checked.

3 Select the job whose details are to be checked, and then touch [Detail].

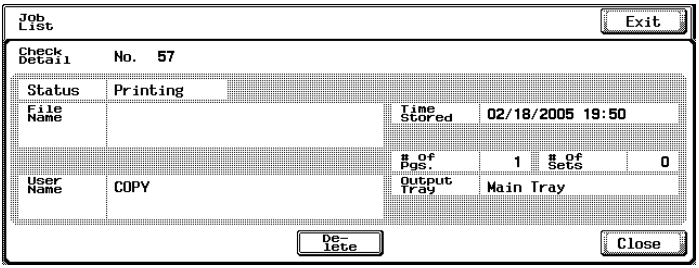
– If an incorrect job was selected, select a different job or touch the button for the selected job again to deselect it.

The Check Detail screen appears.



4 After the desired information has been checked, touch [Close] or [Exit] or press the [Reset] key.

– To return to the Job List screen, touch [Close].
– To return to the Basic screen, touch [Exit] or press the [Reset] key.



Detail

To delete a queued job or job being performed, touch [Delete] in the Check Detail screen.

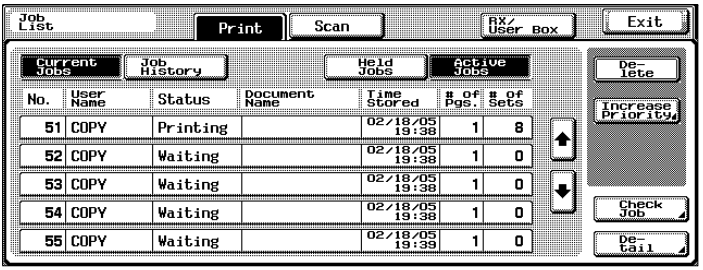
To display Current Jobs (Held Jobs and Active Jobs lists)

The lists of received print jobs for Copy mode and for computer printing is displayed.

1 In the Basic screen, touch [Job List].

The Job List screen appears.

2 Touch [Held Jobs] or [Active Jobs] to display the desired list of jobs.



- Held Jobs: Displays only stored jobs
- Active Jobs: Displays only jobs that are being performed

The current list of jobs of the selected type is displayed.

Detail

For details on the function of each button, refer to "Job List Screens" on page 11-2.

To print a single sample copy of a stored job, touch [Proof Print] in the Held Jobs list. For more details, refer to "To print a sample copy of a stored job" on page 11-13.

To print the stored job, touch [Release Held Job] in the Held Jobs list. For more details, refer to "To print a stored job" on page 11-15.

To give priority for output to a job, touch [Increase Priority] in the Active Jobs list. For more details, refer to "To increase priority for printing" on page 11-18.

To display Job History

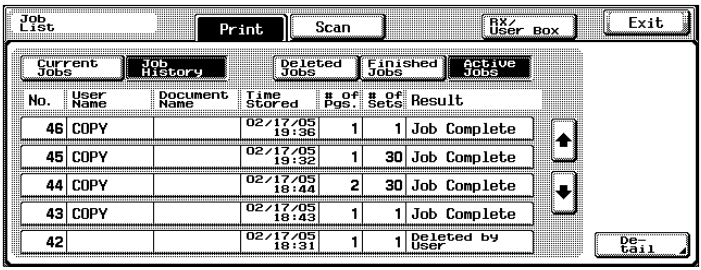
1 In the Basic screen, touch [Job List].

The Check Job screen appears.

2 Touch [Job History].

The Job History screen appears.

3 Touch [Deleted Jobs], [Finished Jobs], or [Active Jobs] to display the desired list of jobs.



- Deleted Jobs: Displays only jobs that were deleted before they were finished
- Finished Jobs: Displays only jobs that were correctly completed
- Active Jobs: Displays all jobs

The history of jobs of the selected type is displayed.

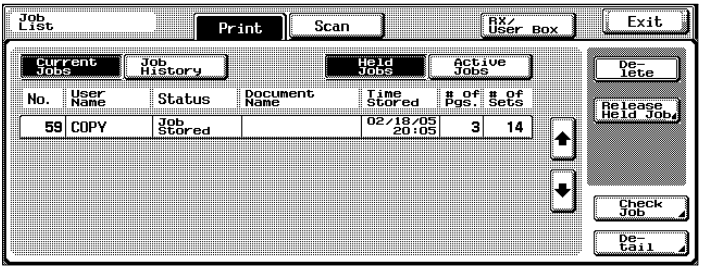
To print a sample copy of a stored job

A single copy of a stored job can be printed in order to be checked.

The Held Jobs list contains jobs such as those for which a proof copy was being printed when the automatic panel reset operation was performed and proof print jobs for data in the boxes.

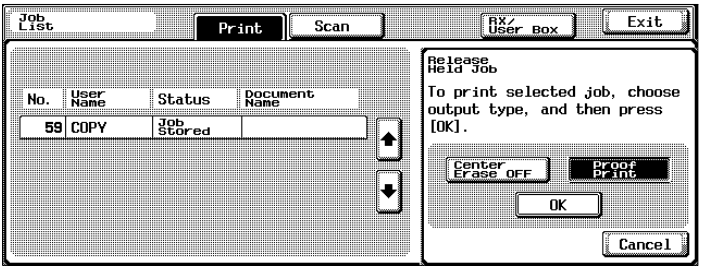
1 Display the Held Jobs list in the Current Jobs list of the Print tab.

2 Touch [Release Held Job].



The Release Held Job screen appears.

3 From the job list, select the job whose sample copy is to be printed, and then touch [Proof Print].



– If the job that you wish to proof is not displayed, touch [▲] and [▼] until the desired job is displayed.
– If an incorrect job was selected, touch the button for the selected job again to deselect it.

? How is the printing of a sample copy stopped?

➔ Touch [Stop].

4 Touch [OK].

– After the single sample copy is printed, check the print result.

– To exit the Release Held Job screen and return to the Active Jobs list in the Current Jobs list, touch [Cancel].

Detail

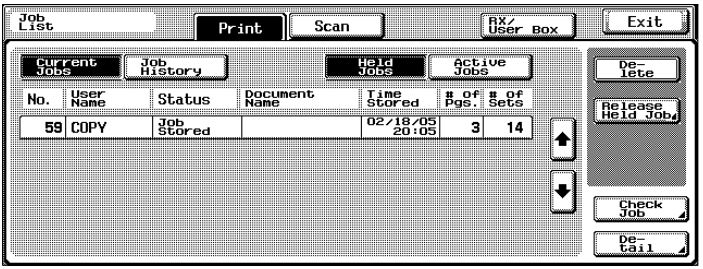
To change the settings, touch [Change setting] in the Release Held Job screen. For details, refer to "To print a stored job" below.

To print a stored job

A job is removed from the Held Jobs list and printed. In addition, settings for the stored job can be changed.

1 Display the Held Jobs list in the Current Jobs list of the Print tab.

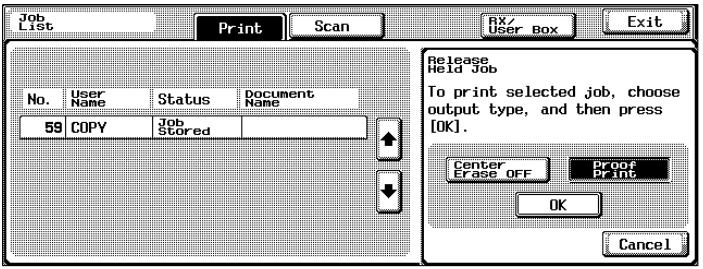
2 Touch [Release Held Job].



The Release Held Job screen appears.

3 Select the job to be removed from the Held Jobs list.

- If the job to be removed from the Held Jobs list is not displayed, touch [▲] and [▼] until the desired job is displayed.
- If an incorrect job was selected, select a different job or touch the button for the selected job again to deselect it.
- To quit removing a stored job, touch [Cancel].

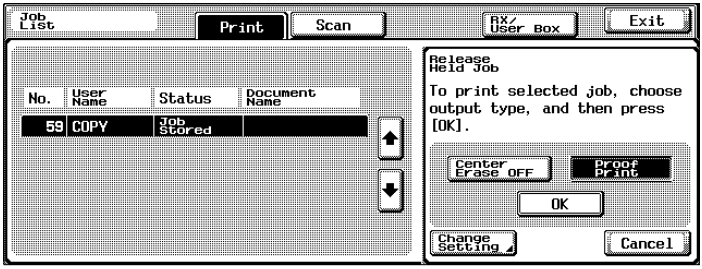


- To change the specified copy settings, continue with step 4.
- To continue without changing the specified copy settings, skip to step 8.

4 Touch [Normal Print].

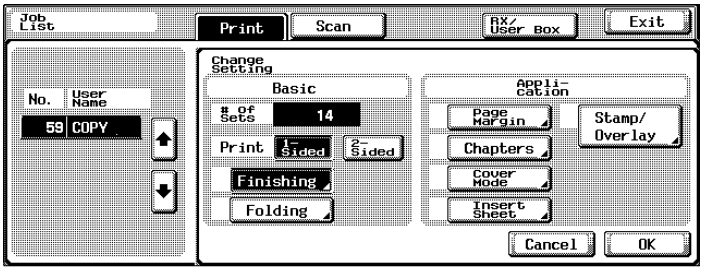
[Change Setting] appears.

5 Touch [Change Setting].



The Change Setting screen appears.

6 Touch the button for the copy setting that you wish to change.



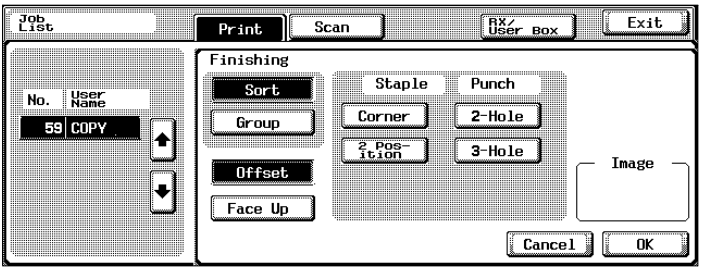
- To change a value, press the [C] (clear) key, and then use the keypad to type in the new value.
- To cancel changes to the settings, touch [Cancel].

The screen for the selected copy setting appears.

? Can the copy settings be changed?

→ The following copy settings can be specified after a sample copy is printed.
of Sets, 1-Sided/2-Sided, Finishing, Folding, Page Margin, Stamp/Overlay, Cover Mode, Insert Sheet, Chapters

7 The screen for the selected copy setting change the copy settings as desired, and then touch [OK].



? Is there more information about the settings?
➔ Refer to the appropriate section.

? Can a sample copy be printed?
➔ For details on printing a sample copy, refer to “To print a sample copy of a stored job” on page 11-13.

8 In the Release Held Job screen, touch [OK].

The stored job appears in the Active Jobs list and is printed.

? How is the removal of a job from the Held Jobs list stopped?
➔ Touch [Cancel].

To increase priority for printing

The next job to be printed after the current job being printed can be selected.

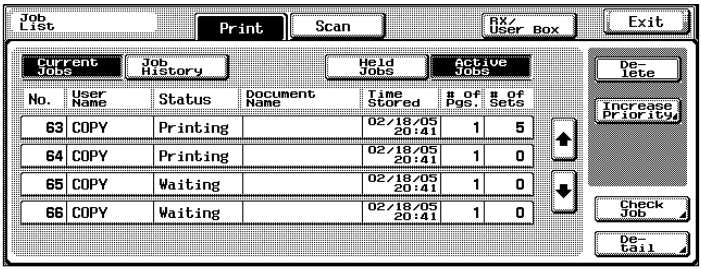
If an Administrator mode function was set so that the output priority of jobs cannot be changed, [Increase Priority] does not appear and the output priority of the jobs cannot be specified.

If the job currently being printed can be interrupted, printing is interrupted and printing of the job given priority begins. Printing of the interrupted job is automatically restarted once printing for the job given priority is finished.

If the job currently being printed cannot be interrupted (a job has already been interrupted or a job was already given priority), printing is interrupted after printing for the current job is finished.

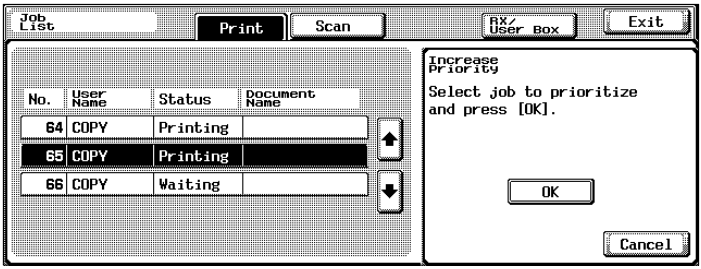
1 Display the Active Jobs list in the Current Jobs list of the Print tab.

2 Touch [Increase Priority].



The Increase Priority screen appears.

3 In the job list, touch the button for the job to be given priority to select it, and then touch [OK].



- If the job to be given priority is not displayed, touch [▲] and [▼] until the desired job is displayed.
- If an incorrect job was selected, select a different job or touch the button for the selected job again to deselect it.

The selected job moves to the top of the list and printing of the job begins.

? How is the changing of the output priority stopped?

→ Touch [Cancel].

12 Utility

12 Utility

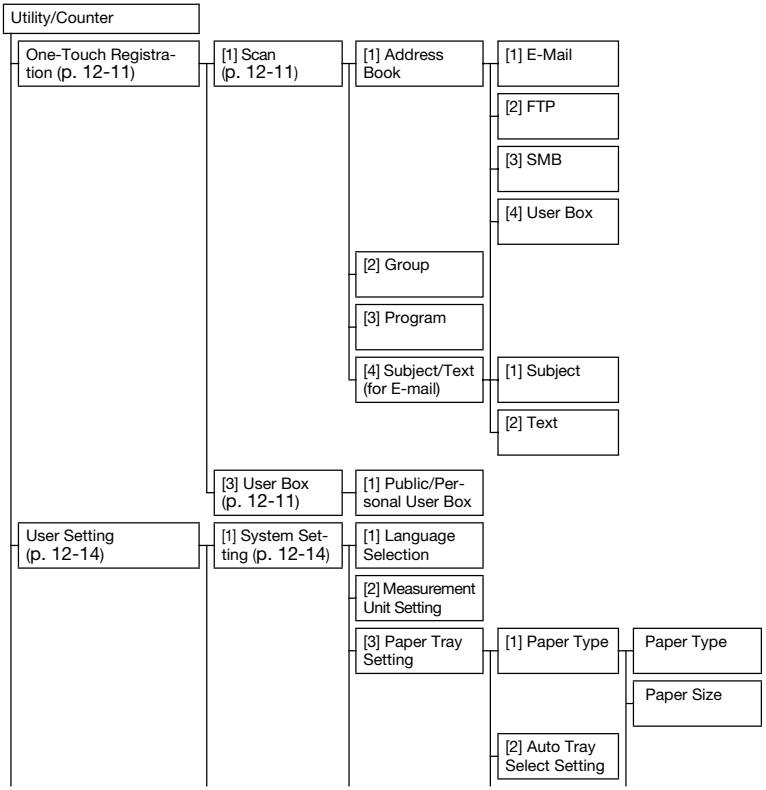
12.1 Overview of Utility Mode

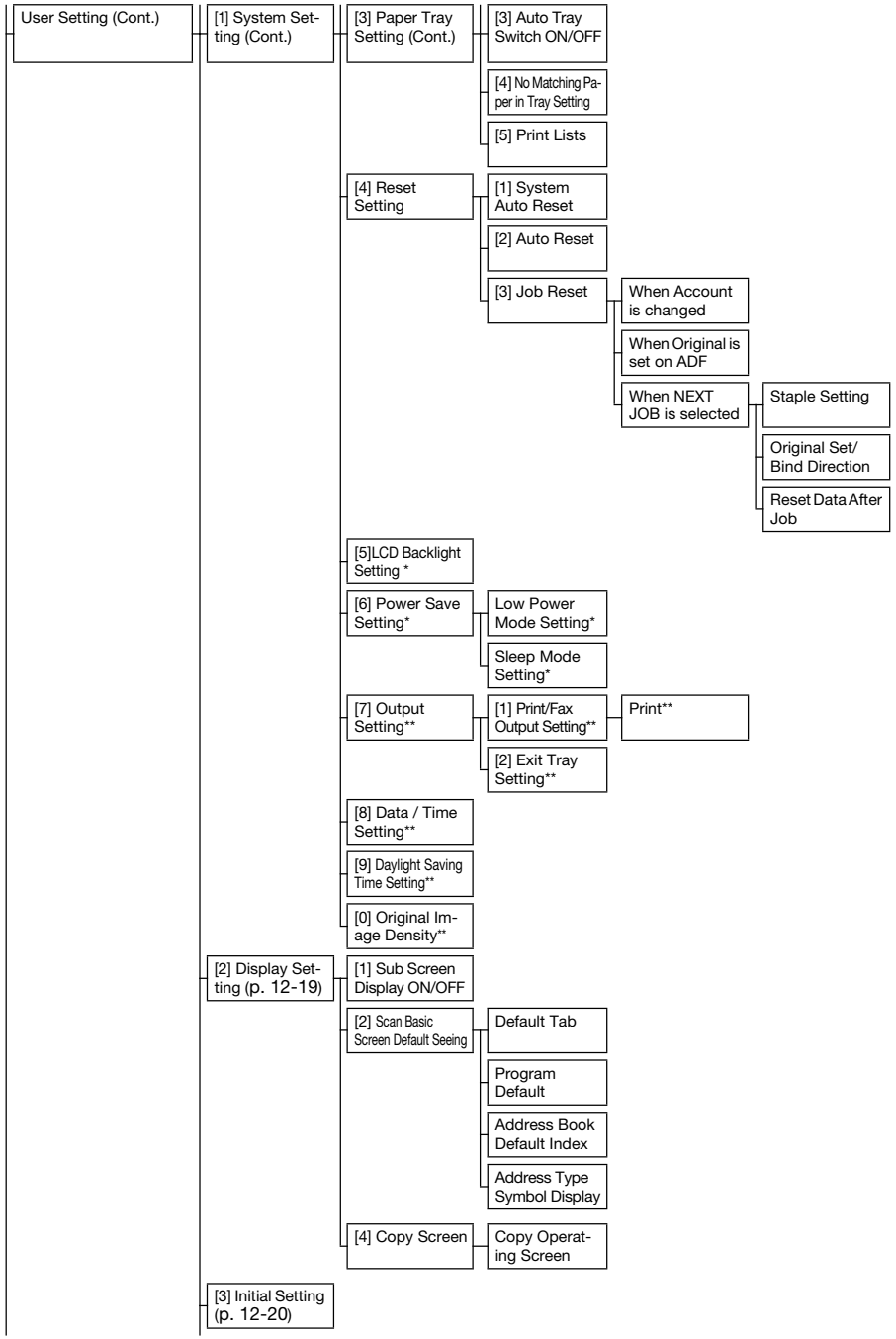
List of Registration Information

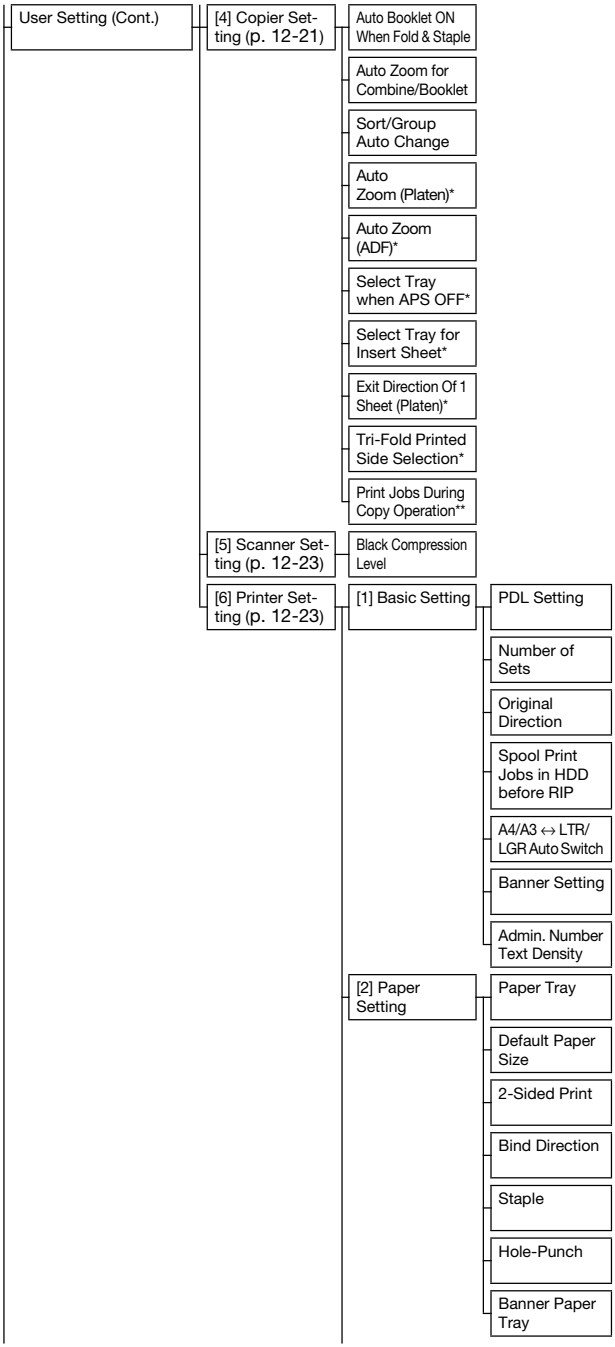
This section describes the buttons available when the [Utility/Counter] key is pressed.

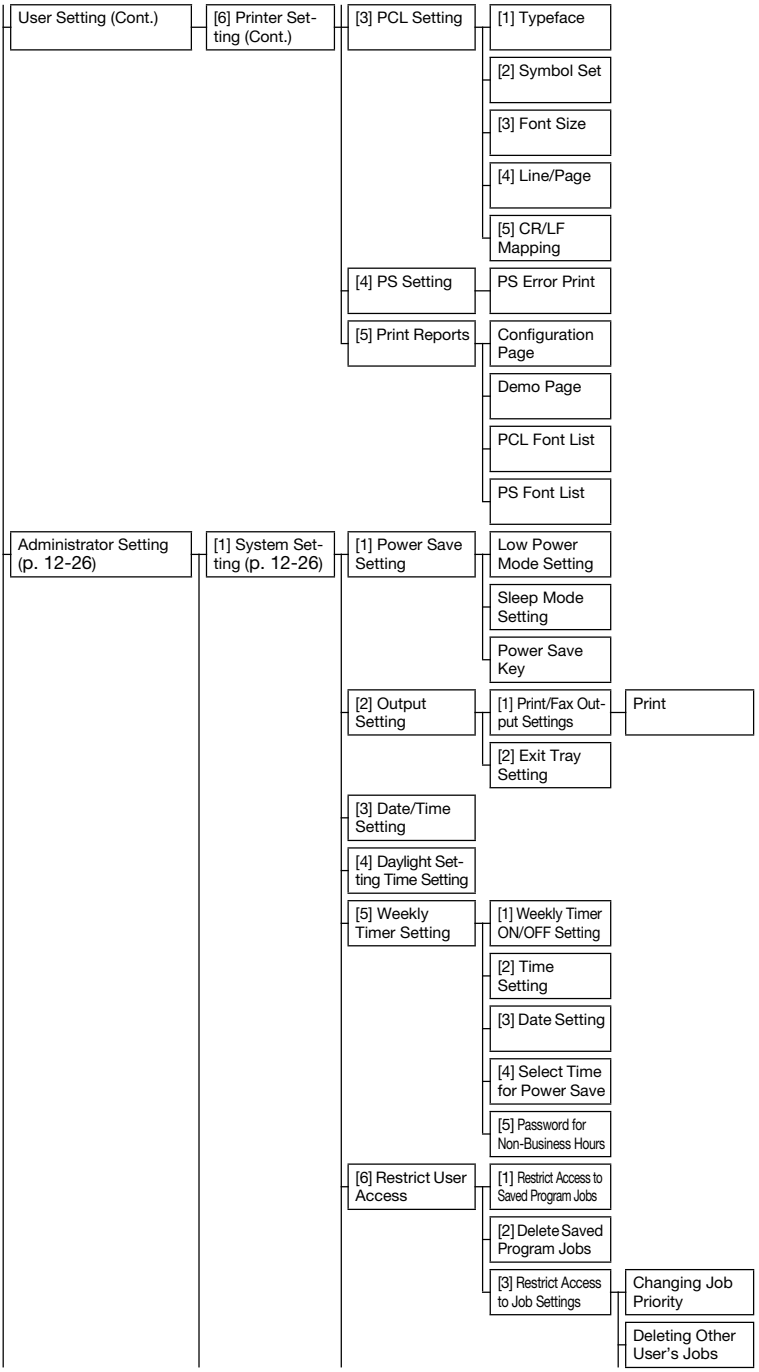
Note

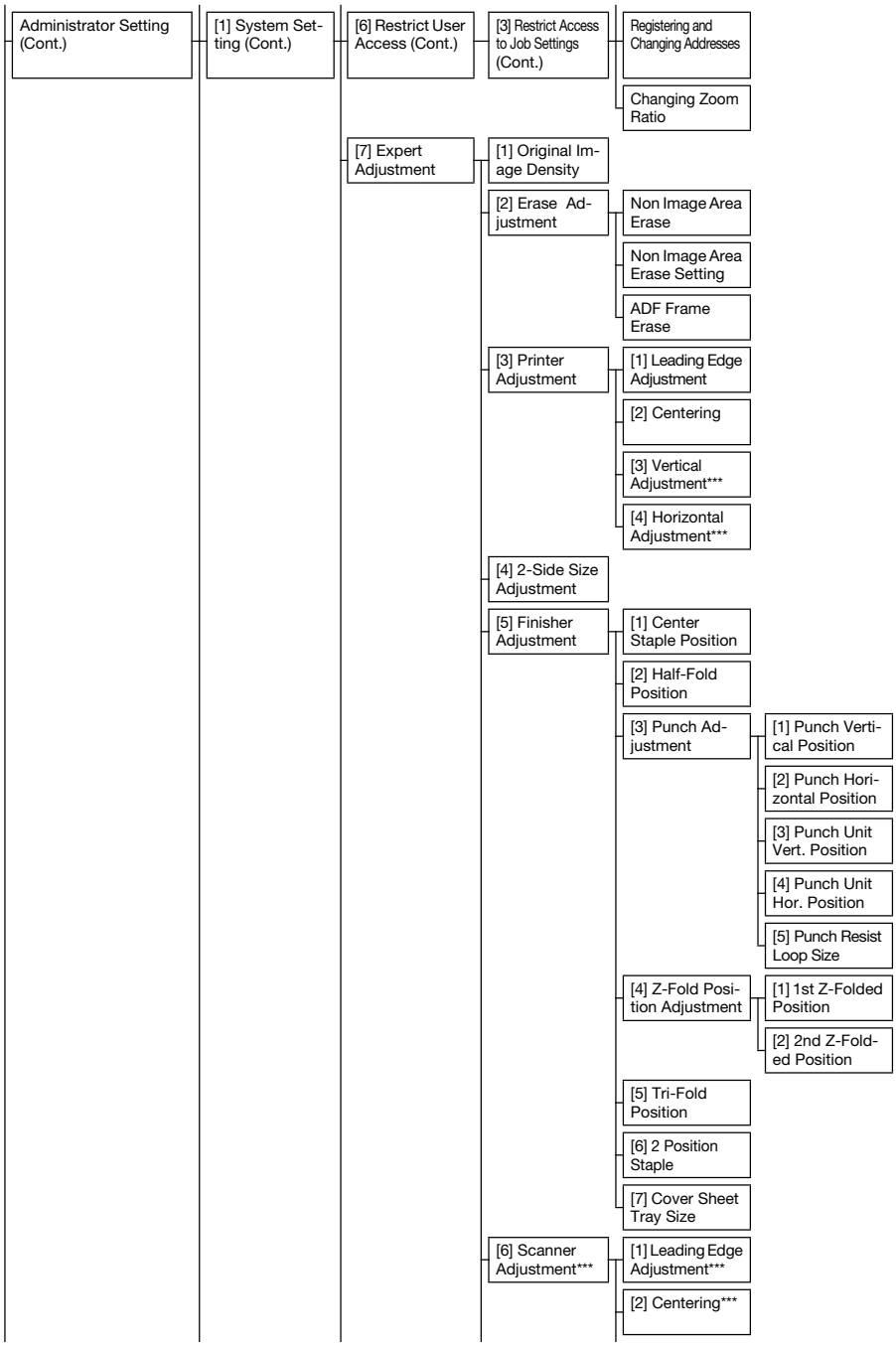
*The buttons that appear in the screens differ depending on the specified settings. For details on buttons marked with * or **, refer to page 12-37. For details on displaying buttons marked with ***, contact your technical representative.*

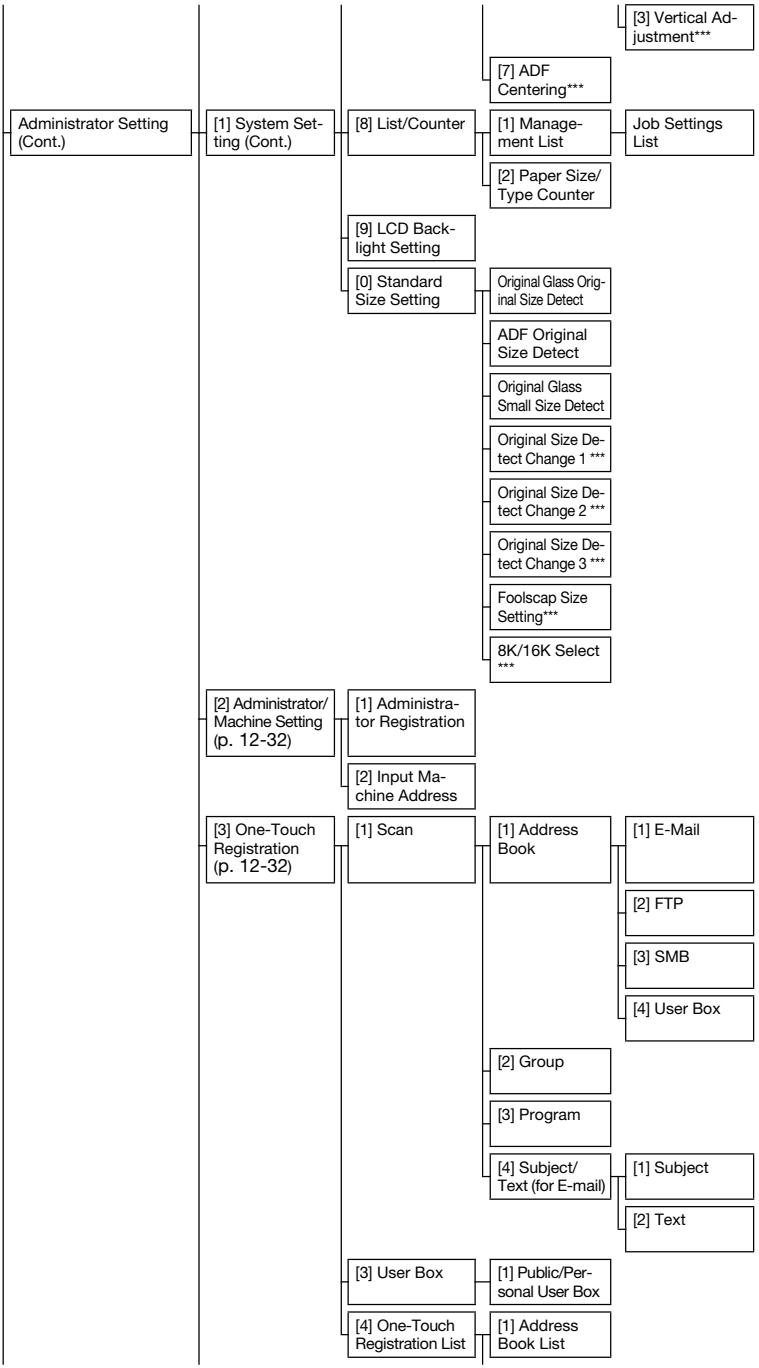


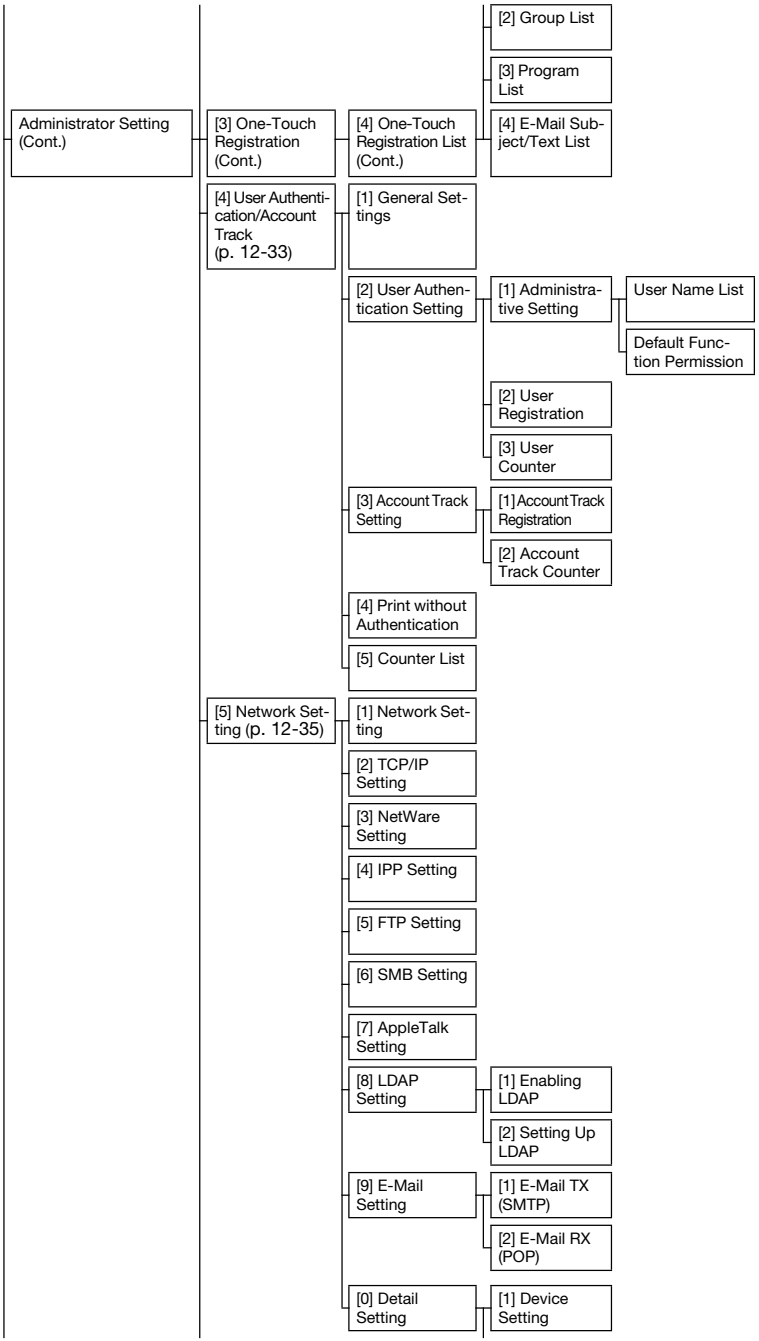

User Setting (Cont.)
[1] System Setting (Cont.)
[3] Paper Tray Setting (Cont.)
[3] Auto Tray Switch ON/OFF
[4] No Matching Paper in Tray Setting
[5] Print Lists
[4] Reset Setting
[1] System Auto Reset
[2] Auto Reset
[3] Job Reset
When Account is changed
When Original is set on ADF
When NEXT JOB is selected
Staple Setting
Original Set/ Bind Direction
Reset Data After Job
[5]LCD Backlight Setting *
[6] Power Save Setting*
Low Power Mode Setting*
Sleep Mode Setting*
[7] Output Setting**
[1] Print/Fax Output Setting**
Print**
[2] Exit Tray Setting**
[8] Data / Time Setting**
[9] Daylight Saving Time Setting**
[0] Original Image Density**
[2] Display Setting (p. 12-19)
[1] Sub Screen Display ON/OFF
[2] Scan Basic Screen Default Seeing
Default Tab
Program Default
Address Book Default Index
Address Type Symbol Display
[4] Copy Screen
Copy Operating Screen
[3] Initial Setting (p. 12-20)

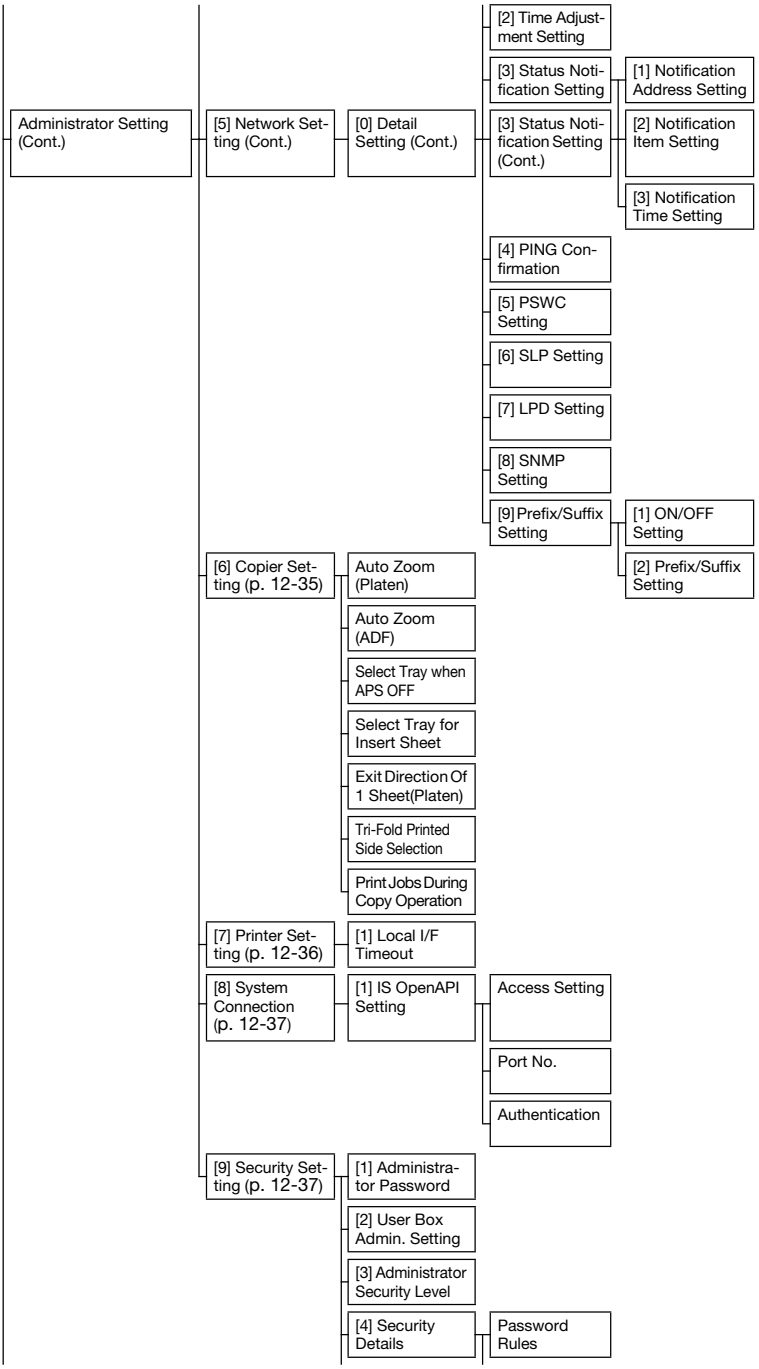

User Setting (Cont.)
[4] Copier Setting (p. 12-21)
Auto Booklet ON When Fold & Staple
Auto Zoom for Combine/Booklet
Sort/Group Auto Change
Auto Zoom (Platen)*
Auto Zoom (ADF)*
Select Tray when APS OFF*
Select Tray for Insert Sheet*
Exit Direction Of 1 Sheet (Platen)*
Tri-Fold Printed Side Selection*
Print Jobs During Copy Operation**
[5] Scanner Setting (p. 12-23)
Black Compression Level
[6] Printer Setting (p. 12-23)
[1] Basic Setting
PDL Setting
Number of Sets
Original Direction
Spool Print Jobs in HDD before RIP
A4/A3 ↔ LTR/ LGR Auto Switch
Banner Setting
Admin. Number Text Density
[2] Paper Setting
Paper Tray
Default Paper Size
2-Sided Print
Bind Direction
Staple
Hole-Punch
Banner Paper Tray

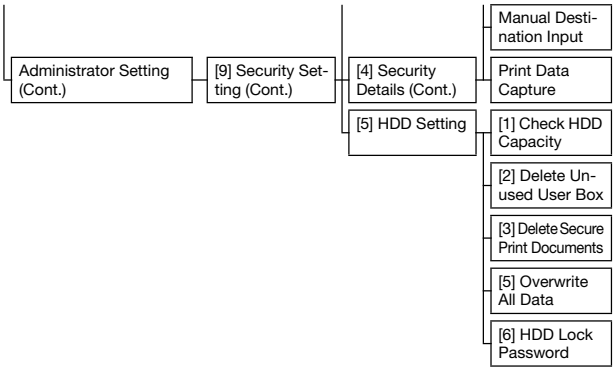

User Setting (Cont.)
[6] Printer Setting (Cont.)
[3] PCL Setting
[1] Typeface
[2] Symbol Set
[3] Font Size
[4] Line/Page
[5] CR/LF Mapping
[4] PS Setting
PS Error Print
[5] Print Reports
Configuration Page
Demo Page
PCL Font List
PS Font List
Administrator Setting (p. 12-26)
[1] System Setting (p. 12-26)
[1] Power Save Setting
Low Power Mode Setting
Sleep Mode Setting
Power Save Key
[2] Output Setting
[1] Print/Fax Output Settings
Print
[2] Exit Tray Setting
[3] Date/Time Setting
[4] Daylight Setting Time Setting
[5] Weekly Timer Setting
[1] Weekly Timer ON/OFF Setting
[2] Time Setting
[3] Date Setting
[4] Select Time for Power Save
[5] Password for Non-Business Hours
[6] Restrict User Access
[1] Restrict Access to Saved Program Jobs
[2] Delete Saved Program Jobs
[3] Restrict Access to Job Settings
Changing Job Priority
Deleting Other User's Jobs


Administrator Setting (Cont.)
[1] System Setting (Cont.)
[6] Restrict User Access (Cont.)
[3] Restrict Access to Job Settings (Cont.)
Registering and Changing Addresses
Changing Zoom Ratio
[7] Expert Adjustment
[1] Original Image Density
[2] Erase Adjustment
Non Image Area Erase
Non Image Area Erase Setting
ADF Frame Erase
[3] Printer Adjustment
[1] Leading Edge Adjustment
[2] Centering
[3] Vertical Adjustment***
[4] Horizontal Adjustment***
[4] 2-Side Size Adjustment
[5] Finisher Adjustment
[1] Center Staple Position
[2] Half-Fold Position
[3] Punch Adjustment
[1] Punch Vertical Position
[2] Punch Horizontal Position
[3] Punch Unit Vert. Position
[4] Punch Unit Hor. Position
[5] Punch Resist Loop Size
[4] Z-Fold Position Adjustment
[1] 1st Z-Folded Position
[2] 2nd Z-Folded Position
[5] Tri-Fold Position
[6] 2 Position Staple
[7] Cover Sheet Tray Size
[6] Scanner Adjustment***
[1] Leading Edge Adjustment***
[2] Centering***


Administrator Setting (Cont.)
[1] System Setting (Cont.)
[8] List/Counter
[1] Management List
Job Settings List
[2] Paper Size/ Type Counter
[3] Vertical Adjustment***
[7] ADF Centering***
[9] LCD Backlight Setting
[0] Standard Size Setting
Original Glass Original Size Detect
ADF Original Size Detect
Original Glass Small Size Detect
Original Size Detect Change 1 ***
Original Size Detect Change 2 ***
Original Size Detect Change 3 ***
Foolscap Size Setting***
8K/16K Select ***
[2] Administrator/ Machine Setting (p. 12-32)
[1] Administrator Registration
[2] Input Machine Address
[3] One-Touch Registration (p. 12-32)
[1] Scan
[1] Address Book
[1] E-Mail
[2] FTP
[3] SMB
[4] User Box
[2] Group
[3] Program
[4] Subject/ Text (for E-mail)
[1] Subject
[2] Text
[3] User Box
[1] Public/Personal User Box
[4] One-Touch Registration List
[1] Address Book List


Administrator Setting (Cont.)
[3] One-Touch Registration (Cont.)
[4] One-Touch Registration List (Cont.)
[2] Group List
[3] Program List
[4] E-Mail Subject/Text List
[4] User Authentication/Account Track (p. 12-33)
[1] General Settings
[2] User Authentication Setting
[1] Administrative Setting
User Name List
Default Function Permission
[2] User Registration
[3] User Counter
[3] Account Track Setting
[1] Account Track Registration
[2] Account Track Counter
[4] Print without Authentication
[5] Counter List
[5] Network Setting (p. 12-35)
[1] Network Setting
[2] TCP/IP Setting
[3] NetWare Setting
[4] IPP Setting
[5] FTP Setting
[6] SMB Setting
[7] AppleTalk Setting
[8] LDAP Setting
[1] Enabling LDAP
[2] Setting Up LDAP
[9] E-Mail Setting
[1] E-Mail TX (SMTP)
[2] E-Mail RX (POP)
[0] Detail Setting
[1] Device Setting


Administrator Setting (Cont.)
[5] Network Setting (Cont.)
[0] Detail Setting (Cont.)
[2] Time Adjustment Setting
[3] Status Notification Setting
[1] Notification Address Setting
[3] Status Notification Setting (Cont.)
[2] Notification Item Setting
[3] Notification Time Setting
[4] PING Confirmation
[5] PSWC Setting
[6] SLP Setting
[7] LPD Setting
[8] SNMP Setting
[9] Prefix/Suffix Setting
[1] ON/OFF Setting
[2] Prefix/Suffix Setting
[6] Copier Setting (p. 12-35)
Auto Zoom (Platen)
Auto Zoom (ADF)
Select Tray when APS OFF
Select Tray for Insert Sheet
Exit Direction Of 1 Sheet(Platen)
Tri-Fold Printed Side Selection
Print Jobs During Copy Operation
[7] Printer Setting (p. 12-36)
[1] Local I/F Timeout
[8] System Connection (p. 12-37)
[1] IS OpenAPI Setting
Access Setting
Port No.
Authentication
[9] Security Setting (p. 12-37)
[1] Administrator Password
[2] User Box Admin. Setting
[3] Administrator Security Level
[4] Security Details
Password Rules


Administrator Setting (Cont.)
[9] Security Setting (Cont.)
[4] Security Details (Cont.)
Manual Destination Input
Print Data Capture
[5] HDD Setting
[1] Check HDD Capacity
[2] Delete Unused User Box
[3] Delete Secure Print Documents
[5] Overwrite All Data
[6] HDD Lock Password

12.2 Selecting a Destination Register

This section describes the main parameters and operations that can be performed after pressing the [Utility/Counter] key, then touching [1 One-Touch Registration].

One-Touch Registration

Parameter	Description
Address Book	Register recipients for scanning. For details, refer to the Network Scanner Operations of the bizhub 750/600 User's Guide.
Group	
Program	
Subject/Text (for E-mail)	

Note

If user authentication has been set to "ON", [1 One-Touch Registration] does not appear when no user has logged on. However, after a user has logged on, [1 One-Touch Registration] appears.

User Box

Parameter	Description
Public/Personal User Box	Register recipients for boxes. For details, refer to the Box Operations of the bizhub 750/600 User's Guide.

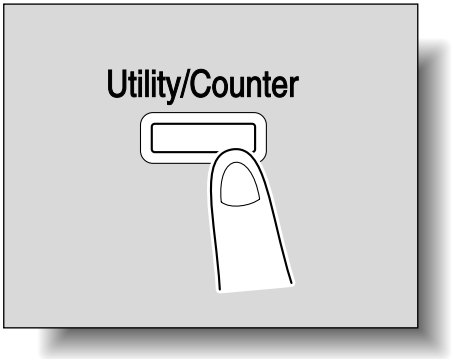
Note

[3 User Box] appears only if the hard disk drive is installed.

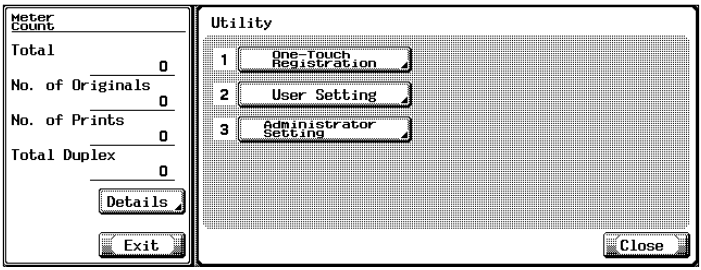
Displaying the Destination Register Screen

The following procedure describes how to display the One-Touch Registration Screen.

1 Press the [Utility/Counter] key.

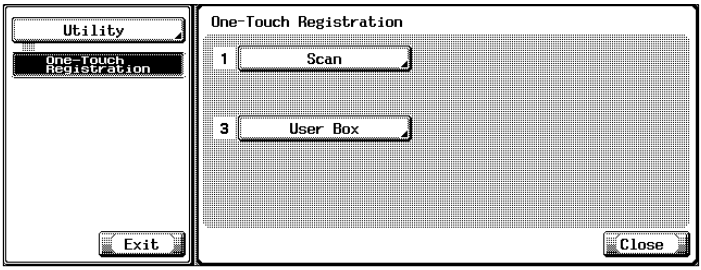


2 Touch [1 One-Touch Registration].



– An item can also be selected by pressing the key in the keypad for the number beside the desired button.
For “One-Touch Registration” press the [1] key in the keypad.

The One-Touch Registration screen appears.





Note

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the Utility mode by touching [Close] in each screen until the screen for the Copy, Scan or Box mode appears.

12.3 Specifying User Settings

This section describes the main parameters and operations that can be performed after pressing the [Utility/Counter] key, then touching [2 User Setting].

System Setting

Language Selection

Description	Settings (Default settings are underlined.)
Select the language of the Touch Panel messages.	English/French/Spanish/ Japanese

Measurement Unit Setting

Description	Settings (Default settings are underlined.)
Select one of the measurement units in which values are displayed in the touch panel.	mm (Numerical Value)/ inch (Numerical Value)/ inch (Fraction)

Paper Tray Setting

Parameter		Description	Settings (Default settings are underlined.)
Paper Type	Paper Type	Select one of the types for paper loaded into each paper tray.	Normal/ Thick Paper/ Thin Paper/ Custom 1/ Custom 2/ Custom 3/ Tab Paper/ Recycled/ Colored Paper/Special Paper/ Fine/ Label/ Letterhead
	Paper Size	Select one of the following sizes for paper loaded into the tray 3 and 4. • Standard Size 1: The size of standard-sized paper is automatically detected. • Standard Size 2: Select when loading paper of the following sizes: A4 ⬓, A5 ⬒, F4. • Custom Size: Select when using custom-sized paper. • Oversized Paper: Select when paper larger than a standard size is being used.	Standard Size 1/ Standard Size 2/ Custom Size/ Oversized Paper

Parameter	Description	Settings (Default settings are underlined.)
Auto Tray Select Setting	Select the paper trays that are selected automatically when the “Auto Paper Select” setting is specified or when the automatic tray switching operation is performed. • Auto Tray Select: Specify the paper trays that are selected automatically with the “Auto Paper Select” setting. • Tray Priority: Specify the order that paper trays are selected when the automatic tray switching operation is performed. The available paper trays are those selected when the “Auto Tray Select” setting is set.	-
Auto Tray Switch ON/ OFF	Select whether or not a paper tray loaded with paper of the same size is selected automatically when a paper tray becomes empty while printing copies.	Allow/ Restrict
No Matching Paper in Tray Setting	Select the operation that is performed when there is no paper of the corresponding size in the specified paper tray. • Stop Printing (Tray Fixed): The machine stops operating. • Switch Trays (Tray Priority): Whether or not the specified paper tray contains paper of the corresponding size is determined and, if it does not, a different paper tray is selected if it contains paper of the corresponding size.	Stop Printing (Tray Fixed) / Switch Trays (Tray Priority)
Print Lists	Select the paper tray used for printing lists, such as the sales counter	Tray 1/ Tray 2/ Tray 3/ Tray 4/ Bypass tray/ LCT

Note

To load paper of a different size into the tray 1 and 2 and the LCT, contact your technical representative.

Reset Setting

Parameter		Description	Settings (Default settings are underlined.)
System Auto Reset		Specify the desired length of time until the automatic system reset operation is performed. • Priority Mode: Select the setting for the mode that the machine enters when the automatic system reset operation is performed. • System Auto Reset Time: Specify the setting for the desired length of time until the automatic system reset operation is performed.	Priority mode: Copy/ Scan System Auto Reset Time: OFF/ 1 to 9 minutes: 1 minute
Auto Reset		Select the setting for the desired length of time until the automatic panel reset operation is performed for each mode.	Copy: OFF/ 1 to 9 minutes: 1 minute Scan: OFF/ 1 to 9 minutes: 1 minute
Job Reset	When account is changed	Select whether or not the settings are reset when the user has changed. This machine detects that the user has changed when the optional key counter has been removed or when the [Access] key is pressed after entering user authentication and account track information.	Reset/ Do Not Reset
	When original is set on ADF	Select whether or not the settings are reset when a document is loaded into the ADF.	Reset/ Do Not Reset
	When Next Job is selected	Staple Setting: Select whether the same Staple setting from the previous job is set or the setting is canceled when that job begins and the settings for the next job can be specified.	ON/ OFF
		Original Set/Bind Direction: Select whether the same Original Direction and Margin settings from the previous job are set or the settings are canceled when that job begins and the settings for the next job can be specified.	ON/ OFF
		Reset Data After Job: Select whether the same settings for a scan operation from the previous job are set or the settings are canceled when that job is completed and the settings for the next job can be specified. (However, even if “OFF” is selected, the destination is cleared.)	ON/ OFF

Reminder

If "System Auto Reset" is set to "OFF", the Enlarge Display mode is not canceled. In addition, user authentication and account track are canceled after 1 minute even if "System Auto Reset" is set to "OFF".

LCD Backlight Setting

Description	Settings (Default settings are underlined.)
Adjust the brightness of the touch panel backlight to one of 16 levels.	1 ~ 16: 8

Note

[LCD Backlight Setting] appears only if the "Administrator Security Level" parameter (displayed from the Administrator Setting screen) is set to "Level 1" or "Level 2".

Power Save Setting

Parameter	Description	Settings (Default settings are underlined.)
Low Power Mode Setting	Specify the desired length of time until the machine enters Low Power mode.	1 to 240 minutes: 15 minutes
Sleep Mode Setting	Specify the desired length of time until it enters Sleep mode.	OFF/ 1 to 240 minutes: 90 minutes

Note

[Power Save Setting] appears only if the "Administrator Security Level" parameter (displayed from the Administrator Setting screen) is set to "Level 1" or "Level 2".

Detail

For details on the "Administrator Security Level" parameter, refer to "Security Setting" on page 12-37.

Output Setting

Parameter	Description	Settings (Default settings are underlined.)
Print/Fax Output Setting	Specify settings for printing. For details, refer to the IC-202 User's Guide.	
Exit Tray Setting	Specify the exit tray given priority with each function (copying, printing and outputting reports).	Copy: Main Tray/ Sub Tray Printer: Main Tray/ Sub Tray Reports Print: Main Tray/ Sub Tray

Note

[Output Setting], [Date/Time Setting], [Daylight Saving Time Setting] and [Original Image Density] appear only if the "Administrator Security Level" parameter (displayed from the Administrator Setting screen) is set to "Level 2".

[Print/Fax Output Setting] appears only if optional printer controller IC-202 is installed.

The "Exit Tray Setting" parameter is available only if optional finisher FS-504/FS-602 is installed.

Date/Time Setting

Description	Settings (Default settings are underlined.)
Specify the date, time and time zone for the machine's internal clock.	Time Zone: -12:00 to 13:00 00:00

Daylight Savings Time Setting

Description	Settings (Default settings are underlined.)
Specify whether or not the machine's internal clock observes daylight saving time, and set the daylight saving time.	ON/ OFF 1 to 150 minutes: 60 minutes

Original Image Density

Description	Settings (Default settings are underlined.)
Specify the initial density of the quality of the document. A density can be specified for each Orig. Image Type setting.	Text: 0 (light) to 5 (dark): 3 Text/Photo: 0 (light) to 5 (dark): 3 Dot Matrix Original: 0 (light) to 5 (dark): 2 Photo: 0 (light) to 5 (dark): 1

Display Setting

Sub Screen Display ON/OFF

Description	Settings (Default settings are underlined.)
Display Type Sub Area • Setting value: An image of the selected setting is displayed. • Job List: A list of the jobs that are being performed is displayed.	Setting value/ Job List

Scan Basic Screen Default Setting

Parameter	Description
Default Tab	Specify settings for scanning. For details, refer to the Network Scanner Operations of the bizhub 750/600 User's Guide.
Program Default	
Address Book Default Index	
Address Type Symbol Display	

Copy Screen

Parameter	Description	Settings (Default settings are underlined.)
Copy Operating Screen	Select the screen that is displayed while printing. • ON: A copy job can be reserved by touching [Program Next Job] in the screen with the message "Now printing.", which appears during printing. • OFF: A copy job can be reserved while the Basic screen in Copy mode is displayed.	ON/ OFF

Initial Setting

Description	Settings (Default settings are underlined.)	
Specify the default settings for Copy mode. The copy settings selected when the machine is turned on (the power switch is set to "	") or the [Reset] key is pressed can be specified. • Current Setting: The settings specified from the touch panel before Utility mode was entered are set as the default settings for Copy mode. • Factory Default: The factory default settings are set as the default settings for Copy mode.	Current Setting/ Factory Default

...

Reminder

To change the default settings for Scan mode , press the [Scan] key, enter Utility mode, and then select a setting for this parameter.

Detail

For details on the default settings and the factory default settings, refer to "Automatically Canceling the Settings (Automatic Panel Reset)" on page 2-27.

Copier Setting

Parameter	Description	Settings (Default settings are underlined.)
Auto Booklet ON When Fold & Staple	Select whether or not the “Booklet” function is selected automatically when the “Fold & Staple” setting is selected.	Auto Select Booklet/ OFF
Auto Zoom For Combine/Booklet	Select whether or not the preset zoom ratios are automatically selected when “Auto Paper Select” is set and a Combine Originals or Booklet setting is selected. • Auto Display Zoom Ratio: The following zoom ratios are set. 2 in 1, Booklet × 0.647 4 in 1 × 0.500 8 in 1 × 0.323 • OFF: No zoom ratio is selected automatically.	Auto Display Zoom Ratio/ OFF
Sort/Group Auto Change	Select whether or not the “Sort” setting is automatically selected when 2 or more copies are set to be printed in a single job. • ON: When a document is loaded into the ADF and the [Start] key is pressed, the “Group” setting is automatically selected if the document consists of only one page or the “Sort” setting is automatically selected if the document consists of two or more pages. • OFF: The “Sort” and “Group” settings are not selected automatically.	ON/ OFF
Auto Zoom (Platen)	Select whether or not the “Auto Zoom” setting is selected when a paper tray is selected (except when “Auto Paper Select” is set).	ON/ OFF
Auto Zoom (ADF)	Select whether or not the “Auto Zoom” setting is selected when a paper tray is selected (except when “Auto Paper Select” is set).	ON/ OFF
Select Tray when APS OFF	Select which paper tray is selected when the “Auto Paper Select” setting is canceled. • Tray Before APS ON: The paper tray that was being used before the “Auto Paper Select” setting was selected is selected. • Default Tray: The paper tray set as the default is selected.	Tray Before APS ON/ Default Tray
Select Tray for Insert Sheet	Select the default paper tray loaded with paper for the cover pages and Insert sheets.	Tray1/ Tray2/ Tray3/ Tray4/ Bypass tray/ LCT/ PI

Parameter	Description	Settings (Default settings are underlined.)
Exit Direction Of 1 Sheet(Platen)	Select the orientation in which copies of documents placed on the original glass are fed out. • Face Down: Copies are fed out printed side down. • Face Up: Copies are fed out printed side up.	Face Down/ Face Up
Tri-Fold Printed Side Selection	Select whether the printed side is on the inside or the outside when the page is folded in three.	Outside/ Inside
Print Jobs During Copy Operation	Select whether or not print data can be accepted for printing while a copy operation is being performed. • Accept: Print data can be accepted and printed. • Receive Only: Print data is printed after the copy operation is finished. • Do Not Accept: Print data is not received.	Accept/ Receive Only/ Do Not Accept

Note

[Auto Booklet ON When Fold & Staple] is available only if optional finisher FS-602 is installed.

[Auto Zoom(Platen)], [Auto Zoom(ADF)], [Select Tray when APS OFF], [Select Tray for Insert Sheet], [Exit Direction Of 1 Sheet(Platen)] and [Tri-Fold Printed Side Selection] appear only if the "Administrator Security Level" parameter (displayed from the Administrator Setting screen) is set to "Level 1" or "Level 2".

[Tri-Fold Printed Side Selection] is available only if optional finisher FS-602 is installed.

[Print Jobs During Copy Operation] appear only if the "Administrator Security Level" parameter (displayed from the Administrator Setting screen) is set to "Level 2".

Detail

For details on the "Administrator Security Level" parameter, refer to "Security Setting" on page 12-37.

Scanner Setting

Parameter	Description
Black Compression Level	Specify settings for scanning. For details, refer to the Network Scanner Operations of the bizhub 750/600 User's Guide.

Printer Setting

Parameter	Description
Basic Setting	Specify settings for printing. For details, refer to the IC-202 User's Guide.
Paper Setting	
PCL Setting	
PS Setting	
Print Reports	The Print function settings can be printed as a report. For details, refer to the IC-202 User's Guide.



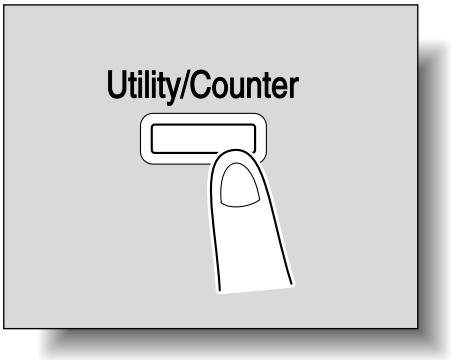
Note

[Printer Setting] appears only if optional printer controller IC-202 is installed.

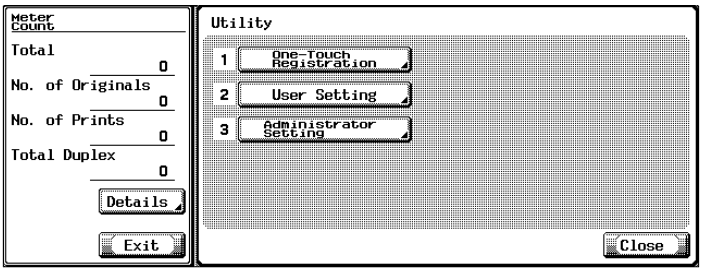
Displaying the User Setting Screen

The following procedure describes how to display the User Setting Screen.

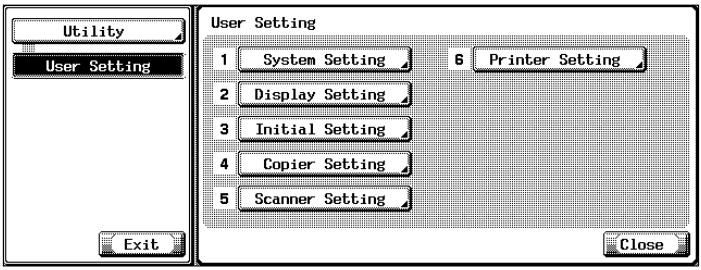
1 Press the [Utility/Counter] key.



2 Touch [2 User Setting].



– An item can also be selected by pressing the key in the keypad for the number beside the desired button.
For “2 User Setting”, press the [2] key in the keypad.



The User Setting screen appears.

...

Note

To quit specifying the User mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, cancel the User mode by touching [Close] in each screen until the screen for the Copy, Scan or Box mode appears.

12.4 Specifying Administrator Settings

This section describes the main parameters and operations that can be performed after pressing the [Utility/Counter] key, then touching [3 Administrator Setting].

System Setting

Power Save Setting

Parameter	Description	Settings (Default settings are underlined.)
Low Power Mode Setting	Specify the desired length of time until the machine enters Low Power mode.	1 to 240 minutes: 15 minutes
Sleep Mode Setting	Specify the desired length of time until it enters Sleep mode.	OFF/ 1 to 240 minutes: 90 minutes
Power Save Key	Select which low power mode is entered when the [Power Save] key is pressed. • Low Power: The touch panel goes off and the machine enters a mode where it conserves energy. • Sleep: Although the machine conserves more energy in Sleep mode than in Low Power mode, the machine must warm up when Sleep mode is canceled, therefore taking more preparation time than Low Power mode.	Low Power/ Sleep

Output Setting

Parameter	Description	Settings (Default settings are underlined.)
Print/Fax Output Settings	Specify settings for printing. For details, refer to the IC-202 User's Guide.	
Exit Tray Setting	Select the copy exit tray for each type of job (copies, printouts and reports).	Copy: Main Tray/ Sub Tray Printer: Main Tray/ Sub Tray Reports Print: Main Tray/ Sub Tray

Note

[Print/Fax Output Setting] appears only if optional printer controller IC-202 is installed.

The "Exit Tray Setting" parameter is available only if optional finisher FS-504/FS-602 is installed.

Date/Time Setting

Description	Settings (Default settings are underlined.)
Specify the date, time and time zone for the machine's internal clock.	Time Zone: -12:00 to 13:00 <u>00:00</u>

Daylight Saving Time Setting

Description	Settings (Default settings are underlined.)
Select whether or not the machine's internal clock observes daylight saving time, and specify the daylight saving time.	ON/ <u>OFF</u> Daylight Savings Time: 1 to 150 minutes: <u>60 minutes</u>

Weekly Timer Setting

Parameter	Description	Settings (Default settings are underlined.)
Weekly Timer ON/OFF Setting	Select whether or not the weekly timer is used.	ON/ <u>OFF</u>
Time Setting	Specify the time of each day that the machine is turned on/off by the timer.	–
Date Setting	Specify the individual dates or the days of the week that the machine is turned on/off by the timer.	–
Select Time for Power Save	Specify the time that the machine is turned off/on when it has been turned on by the weekly timer.	ON/ <u>OFF</u>
Password for Non-Business Hours	Select whether or not the machine can be used after a password is entered when the machine has been turned off by the weekly timer.	ON/ <u>OFF</u>



Detail

If the weekly timer has been set, leave the machine plugged into the electrical outlet even if the machine has been turned off.

If the weekly timer is set, correctly set the date and time.

Restrict User Access

Parameter		Description	Settings (Default settings are underlined.)
Restrict Access to Saved Program Jobs		Select the registered copy programs that are prevented from being changed or deleted.	–
Delete Saved Program Jobs		Select the registered copy programs to be delete.	–
Restrict Access to Job Settings	Changing Job Priority	Select whether or not to allow the print priority of jobs to be changed.	Allow/ Restrict
	Deleting Other User's Jobs	Select whether or not jobs from other users can deleted when the user authentication settings have been specified.	Allow/ Restrict
	Registering and Changing Addresses	Select whether or not to allow registered recipients to be changed.	Allow/ Restrict
	Changing Zoom Ratio	Select whether or not to allow stored zoom ratios to be changed.	Allow/ Restrict

Expert Adjustment

Parameter		Description	Settings (Default settings are underlined.)
Original Image Density		Specify the initial density of the quality of the document. A density can be specified for each Orig. Image Type setting.	Text: 0 (light) to 5 (dark): 3 Text/Photo: 0 (light) to 5 (dark): 3 Dot Matrix Original: 0 (light) to 5 (dark): 2 Photo: 0 (light) to 5 (dark): 1
Erase Adjustment	Non Image Area Erase	Specify the conditions for erasing the area framing the document. • Always: No limits are specified. • Only When Auto size or ×1.0 is selected: The frame around the document is erased only if the "Auto Zoom" or "×1.0" Zoom settings are selected. • Do Not Erase When ×1.0 is selected: The frame around the document is erased only if a Zoom setting other than "×1.0" is selected.	Always/ Only When Auto size or ×1.0 is selected/ Do Not Erase When ×1.0 is selected
	Non Image Area Erase Setting	Select whether the areas framing documents are erased. • Auto: The frame is erased automatically. • Specify: Select the erasing method and the document density. In addition, the density can be adjusted to one of five levels.	Auto/ Specify How to Erase: Diagonal Erase/ Square Erase Original Density: 1 (light) to 5 (dark): 3(Std.)
	ADF Frame Erase	Specify the frame width that is erased when using the ADF.	0 to 5 mm: 3 mm
Printer Adjustment	Leading Edge Adjustment	The starting print position at the leading edge of the paper (with respect to the paper feed direction) can be adjusted in 0.1 mm increments. Adjustments can be specified for each paper type.	Normal: –3.0 to 6.0 mm: 0.0 mm Thick paper: –3.0 to 6.0 mm: 0.0 mm
	Centering	The starting print position at the left edge of the paper (with respect to the paper feed direction) can be adjusted in 0.1 mm increments.	−6.4 to 6.3 mm: 0.0 mm
	Vertical Adjustment	If the copy image is distorted (stretched or compressed), the paper feed speed and printing speed can be synchronized to adjust the copy image. For details on making this adjustment, contact your technical representative.	
	Horizontal Adjustment	If the copy image is distorted (stretched or compressed), the zoom ratio in the transverse document feed direction can be adjusted. For details on making this adjustment, contact your technical representative.	
2nd-Side Size Adjustment		The 2nd-side size can be adjusted for each tray.	Tray 1 to 4, Bypass, LCT key: No Selection/ −0.1%/ −0.2%/ −0.3%

Parameter		Description	Settings (Default settings are underlined.)
Finisher Adjustment	Center Staple Position	The stapling position when printing with the “Fold & Staple” function can be adjusted in 0.1 mm increments. (FS-602)	–12.8 to 12.7 mm: <u>0.0 mm</u>
	Half-Fold Position	The center folding position when printing with the “Fold & Staple” function can be adjusted in 0.1 mm increments. (FS-602)	–12.8 to 12.7 mm: <u>0.0 mm</u>
	Punch Adjustment	Adjust the positions of the punched holes. • Punch Vertical Position: The vertical position of the punched holes can be adjusted in 0.1 mm increments for each paper size. (PK-505) • Punch Horizontal Position: The horizontal position of the punched holes can be adjusted in 0.1 mm increments. (PK-505) • Punch Unit Vert. Position: The vertical position of the punched holes can be adjusted in 0.1 mm increments for each paper size. (ZU-602) • Punch Unit Hor. Position: The horizontal position of the punched holes can be adjusted in 0.1 mm increments. (ZU-602) • Punch Resist Loop Size: The hole-punching shift for double-sided printing and outputting cover pages can be adjusted in 0.8 mm increments. (PK-505, ZU-602)	Punch Vertical Position: –5.0 to 5.0 mm: <u>0.0 mm</u> Punch Horizontal Position: –5.0 to 5.0 mm: <u>0.0 mm</u> Punch Unit Vert. Position: –5.0 to 5.0 mm: <u>0.0 mm</u> Punch Unit Hor. Position: –5.0 to 5.0 mm: <u>0.0 mm</u> Punch Regist Loop Size: Machine (Reverse Output, ADU Output): –16.0 to 16.0 mm: <u>0.0 mm</u> PI (Uppre tray, Lower tray): –16.0 to 16.0 mm: <u>0.0 mm</u>
	Z-Fold Position Adjustment	The folding position for zigzag folding (Z-Fold) can be adjusted for each paper size. • 1st Z-Folded Position: The position of the first fold can be adjusted in 0.1 mm increments. • 2nd Z-Folded Position: The position of the second fold can be adjusted in 0.1 mm increments. (ZU-602 or PK-505+ZU-602)	1st Z-Folded Position: –12.8 to +12.7 mm: <u>0.0 mm</u> 2nd Z-Folded Position: –12.8 to +12.7 mm: <u>0.0 mm</u>
	Tri-Fold Position	The folding positions when using the “Tri-Fold” setting can be adjusted in 0.1 mm increments. (FS-602 or PK-505+ZU-602)	–12.8 to +12.7 mm: <u>0.0 mm</u>
	2 Position Staple	The distance between the two staples can be adjusted in 0.1 mm increments. • Staple • Corner Staple & Fold (FS-602)	128 to 160 mm: <u>128 mm</u>
	Cover Sheet Tray Size	Adjust the cover sheet tray size if the paper cannot be detected correctly or if one side of the cover sheet feeder is adjusted. (PI-501)	—

Parameter		Description	Settings (Default settings are underlined.)
Scanner Adjustment	Leading Edge Adjustment	The starting scanning position (document feed direction) of the document can be adjusted. For details on making this adjustment, contact your technical representative.	
	Centering	The starting scanning position (transverse document feed direction) of the document can be adjusted. For details on making this adjustment, contact your technical representative.	
	Vertical Adjustment	If the copy image is distorted (stretched or compressed), the zoom ratio in the document feed direction for the scanner can be adjusted. For details on making this adjustment, contact your technical representative.	
ADF Centering		If the center position cannot be automatically adjusted in the transverse document feed direction, it can be adjusted manually. For details on making this adjustment, contact your technical representative.	

Detail

When PK-505 and ZU-602 are installed, adjustments can be made using both the "Punch Adjustment" and "Z-Fold Position Adjustment" parameters. Contact your technical representative.

List/Counter

Parameter		Description
Management List	Job Settings List	The machine settings can be printed.
Paper Size/Type Counter		Store up to 9 combinations of paper sizes and paper types to be counted.

LCD Backlight Setting

Description	Settings (Default settings are underlined.)
Adjust the brightness of the touch panel backlight to one of 16 levels.	1 to 16: 8

Standard Size Setting

Parameter	Description	Settings (Default settings are underlined.)
Original Glass Original Size Detect	Specify the paper standards for detecting paper from the original glass.	AB series/ Inch series/ A series/ Full size
ADF Original Size Detect	Specify the paper standards for detecting paper in the ADF.	

Parameter	Description	Settings (Default settings are underlined.)
Original Glass Small Size Detect	Specify the minimum size of paper detected from the original glass.	A5□ / B6□ / 5-1/2 × 8-1/2□/ B5▯/ A4▯/ 8-1/2 × 11▯
Original Size Detection Change 1	The setting for detecting similar original sizes can be changed.	A5▯ / 5-1/2 × 8-1/2▯
Original Size Detection Change 2		A4□ / 8-1/2 × 11□
Original Size Detection Change 3		8-1/2 × 14□ / 8 × 13□
Foolscap Size Setting	The Foolscap paper size can be changed. There are four Foolscap sizes: 8-1/4 × 13□,8-1/8 × 13-1/4□,8-1/2 × 13□,8 × 13□. For details, contact your technical representative.	
8K/16K Select	For details, contact your technical representative.	

Detail

The "Original Size Detection Change 3" parameter specifies the detection of 8-1/2 × 14 and the Foolscap size.
The size selected for the "Foolscap Size Setting" parameter can be changed.

Administrator/Machine Setting

Parameter	Description
Administrator Registration	Specify the administrator information displayed in the Service/Administrator Information screen of the Help screens and the From address for sending e-mail from the machine.
Input Machine Address	Specify the name of the machine and its e-mail address. The registered address can be used as one of the From addresses for scan jobs and for receiving e-mail to the machine's box.

One-Touch Registration

Parameter	Description
Scan	Specify settings for scanning. For details, refer to the Network Scanner Operations of the bizhub 750/600 User's Guide.
User Box	Specify settings for using the boxes. For details, refer to the Box Operations of the bizhub 750/600 User's Guide.
One-Touch Registration List	For details, refer to the Network Scanner Operations, Facsimile Operations and Box Operations of the bizhub 750/600 User's Guide.

Note

[3 User Box] appears only if the hard disk drive is installed.

User Authentication/Account Track

General Settings

Description	Settings (Default settings are underlined.)
Specify settings for user authentication and account track for controlling the use of this machine. • User Authentication: Select the user authentication method. • Public User Access: Select whether or not the machine can be used an unregistered user. • Account Track: Select whether or not account track is used to control the machine. • Account Track Input Method: Select the account track authentication method. • Synchronize User Authentication & Account Track: Select whether or not user authentication and account track are linked. • # of Counters Assigned for Users: Adjust the number of users and accounts that can be registered.	User Authentication: OFF/ ON (External Server)/ ON (MFP) Public User Access: Restrict/ Allow Account Track: OFF/ ON Account Track Input Method: Account Name & Password/ Password Only Synchronize User Authentication & Account Track: Synchronize/ Do Not Synchronize # of Counters Assigned for Users: 1 to 999: 500

Detail

The "Public User Access" parameter is not available if "User Authentication" is set to "OFF" and "Synchronize User Authentication & Account Track" is set to "Do Not Synchronize".

The "Account Track Input Method" parameter is not available if "Account Track" is set to "OFF".

The "Synchronize User Authentication & Account Track" and "# of Counters Assigned for Users "parameters are not available if "User Authentication" is set to "OFF" and "Account Track" is set to "OFF".

When "# of Counters Assigned for Users" is set to "50", 950 accounts can be registered.

User Authentication Setting

Parameter		Description	Settings (Default settings are underlined.)
Administrative Setting	User Name List	Select whether or not a list of user names is displayed in the user authentication screen.	ON/ OFF
	Default Function Permission	Operations that are possible with this machine can be limited when authenticating with an external server.	Copy: Allow/ Restrict Scan: Allow/ Restrict Print: Allow/ Restrict User Box: Allow/ Restrict
User Registration		Specify the password, printing permissions, number of prints allowed, and function permissions for each user of this machine.	–
User Counter		The copy, printer and scanner use for each user can be checked.	–

Account Track Setting

Parameter	Description
Account Track Registration	Specify the password, printing permissions, and number of prints allowed for each account using this machine.
Account Track Counter	The copy, printer and scanner use for each account can be checked.

Print without Authentication

Description	Settings (Default settings are underlined.)
Select whether or not printing is permitted without specifying a user or account. If printing is permitted, prints are counted for public users.	Allow/ Restrict

Counter List

Description
The user and account track counters can be printed.

Detail

[Counter List] does not appear if "Public User Access" is set to "OFF" and "Account Track" is set to "OFF".

Network Setting

Parameter	Description
Network Setting	Specify settings for using the network. For details, refer to the Network Scanner Operations of the bizhub 750/600 User's Guide.
TCP/IP Setting	
NetWare Set	
IPP Setting	
FTP Setting	
SMB Setting	
AppleTalk Setting	
LDAP Setting	
E-Mail Setting	
Detail Setting	

Copier Setting

Parameter	Description	Settings (Default settings are underlined.)
Auto Zoom (Platen)	Select whether or not the "Auto Zoom" setting is automatically selected when a paper drawer is selected ("Auto Paper Select" is not selected) and a document is detected on the original glass.	ON/ OFF
Auto Zoom (ADF)	Select whether or not the "Auto Zoom" setting is automatically selected when a paper drawer is selected ("Auto Paper Select" is not selected) and a document is detected in the ADF.	ON/ OFF
Select Tray when APS OFF	Select which paper drawer is selected when the "Auto Paper Select" setting is canceled. • Tray Before APS ON: The paper drawer that was being used before the "Auto Paper Select" setting was selected is selected. • Default Tray: The paper drawer set as the default is selected.	Tray Before APS ON / Default Tray
Select Tray for Insert Sheet	Select the default paper drawer loaded with paper for cover pages and insertion pages.	Tray1/ Tray2/ Tray3/ Tray4/ Bypass tray/ LCT/ PI

Parameter	Description	Settings (Default settings are underlined.)
Exit Direction of 1 Sheet (Platen)	Select the orientation in which copies of documents placed on the original glass are fed out. • Face Down: Copies are fed out printed side down. • Face Up: Copies are fed out printed side up.	Face Down / Face Up
Tri-Fold Printed Side Selection	Select whether the printed side is on the inside or the outside when the page is folded in three.	Outside/ Inside
Print Jobs During Copy Operation	Select whether or not print data data can be accepted for printing while a copy operation is being performed. • Accept: Print data can be accepted and printed. • Receive Only: Print data is printed after the copy operation is finished. • Do Not Accept: Print data is not received.	Accept / Receive Only/ Do Not Accept

Note

[Tri-Fold Printed Side Selection] is available only if optional finisher FS-602 is installed.

Printer Setting

Parameter	Description
Local I/F Timeout	Specify settings for printing. For details, refer to the IC-202 User's Guide.

Note

[7 Printer Setting] appears only if optional printer controller IC-202 is installed.

System Connection

Parameter	Description
IS OpenAPI Setting	Specify settings for using the network. For details, refer to the Network Scanner Operations of the bizhub 750/600 User's Guide.

Security Setting

Administrator Password

Description	Settings (Default settings are underlined.)
The administrator password used to specify the Administrator mode settings can be changed.	12345678

User Box Admin. Setting

Description
Specify settings for using boxes. For details, refer to the Box Operations of the bizhub 750/600 User's Guide.

Administrator Security Level

Description	Settings (Default settings are underlined.)
Specify the range of Administrator mode parameters available to users. • Level 1: "LCD Backlight Setting", "Power Save", "Auto Zoom (Platen)", "Auto Zoom (ADF)", "Select Tray when APS OFF", "Select Tray for Insert Sheet", "Exit Direction Of 1 Sheet (Platen)", and "Tri-Fold Printed Side Selection" are available to users. • Level 2: "LCD Backlight Setting", "Power Save", "Output Setting", "Date/Time Setting", "Daylight Savings Time Setting", "Original Image Density", "Auto Zoom (Platen)", "Auto Zoom (ADF)", "Select Tray when APS OFF", "Select Tray for Insert Sheet", "Exit Direction Of 1 Sheet (Platen)", "Tri-Fold Printed Side Selection" and "Print Jobs During Copy Operation" are available to users. • Prohibit: None of the parameters that are available to users with "Level 1" or "Level 2" are available.	Level 1/Level 2/Prohibit

Security Details

Parameter	Description	Settings (Default settings are underlined.)
Password Rules	Select whether or not passwords are applied.	OFF/ ON
Manual Destination Input	Select whether or not a recipient can be typed in manually in a recipient input screen.	Allow/ Restrict
Print Data Capture	Select whether or not data for a print job can be captured. For details, refer to the IC-202 User's Guide.	

Note

[Print Data Capture] appears only if optional printer controller IC-202 is installed.

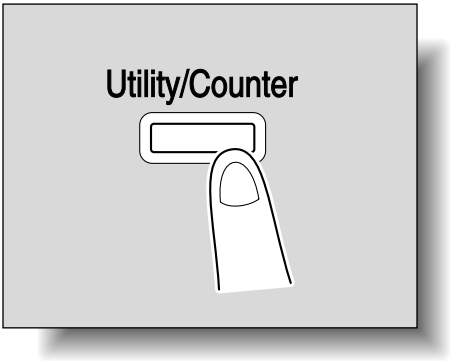
HDD Setting

Parameter	Description
Check HDD Capacity	Specify settings for using boxes. For details, refer to the Box Operations of the bizhub 750/600 User's Guide.
Delete Unused User Box	
Delete Secure Print Documents	
Overwrite All Data	
HDD Lock Password	

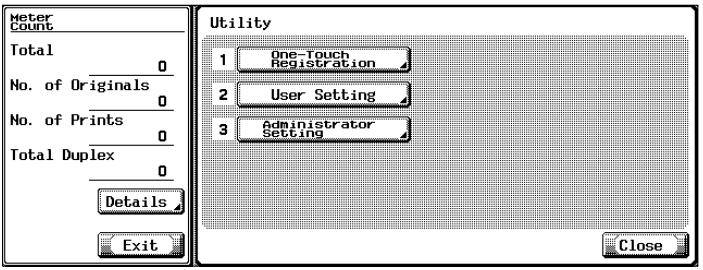
Displaying the Administrator Setting Screen

The following procedure describes how to display the Administrator Setting Screen.

1 Press the [Utility/Counter] key.

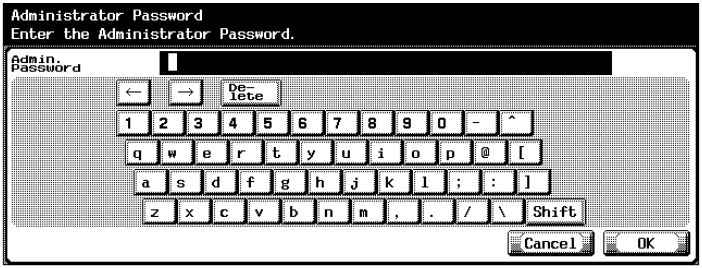


2 Touch [3 Administrator Setting].

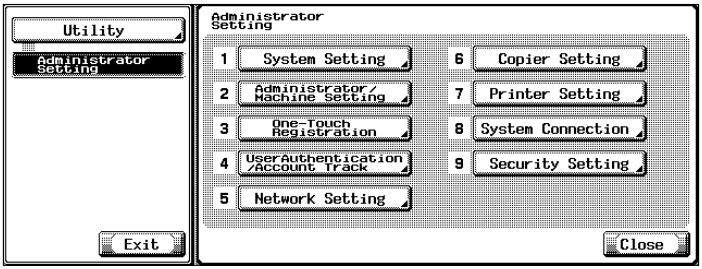


– An item can also be selected by pressing the key in the keypad for the number beside the desired button.
For “Administrator Setting”, press the [3] key in the keypad.

3 Type in the password, and then touch [OK].



For details on typing in text, refer to “Entering Text” on page 13-2.



The Administrator Setting screen appears.

...

Note

To quit specifying the Utility mode setting, touch [Exit] in the sub display area or press the [Utility/Counter] key. Otherwise, touch [Close] in each screen until the desired screen appears.

12.5 Adjusting the Printer

Adjusting the Starting Print Position at the Leading Edge Position

The starting print position at the leading edge of each type of paper (with respect to the paper feed direction) can be adjusted.

Adjustments can be specified for each paper type.

✔ The starting print position is adjusted during manufacturing of the machine. Normally, this position will not need to be adjusted.

1 Display the Administrator Setting screen.

– For details on displaying the Administrator Setting screen, refer to “Displaying the Administrator Setting Screen” on page 12-39.

2 Touch [1 System Setting].

The System Setting screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

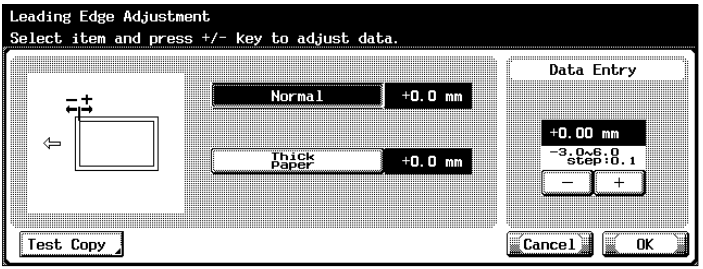
4 Touch [3 Printer Adjustment].

The Printer Adjustment screen appears.

5 Touch [1 Leading Edge Adjustment].

The Leading Edge Adjustment screen appears.

6 Touch the button for the paper type to be set.



7 Touch [Test Copy].

The Test Copy screen appears.

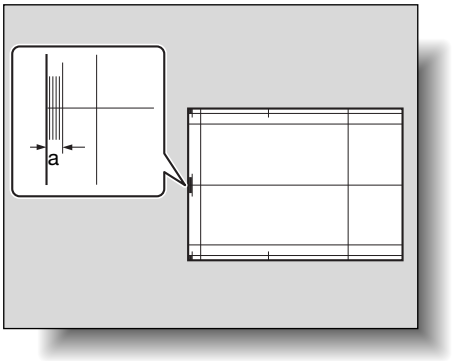
8 Press the [Start] key.

A test pattern is printed.

9 Touch [Close].

The Leading Edge Adjustment screen appears again.

10 Check the distance (a) from the starting print position of the test pattern to the edge of the paper.



11 If the desire print results are not achieved, change the adjustment

- To increase distance (a), touch [+].
- To reduce distance (a), touch [–].
- To scroll through the values quickly, touch [+] or [–] continuously.

12 Repeat steps 7 through 11 until the desired print results are achieved.

13 Touch [OK].

- To cancel changes to the settings, touch [Cancel].

The print position is adjusted.

Note

Enter the value by mm using the keypad. Refer to the conversion rate below. 1 in. = 25.4 mm

Adjusting the Starting Print Position at the Left Edge

The starting print position at the left edge of the paper (with respect to the paper feed direction) for each paper tray can be adjusted.

✔ The starting print position is adjusted during manufacturing of the machine. Normally, this position will not need to be adjusted.

1 Display the Administrator Setting screen.

– For details on displaying the Administrator Setting screen, refer to “Displaying the Administrator Setting Screen” on page 12-39.

2 Touch [1 System Setting].

The System Setting screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

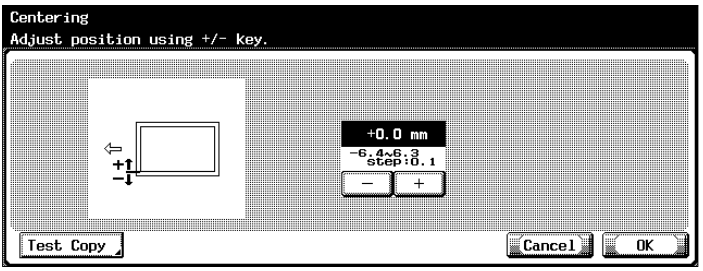
4 Touch [3 Printer Adjustment].

The Printer Adjustment screen appears.

5 Touch [2 Centering].

The Centering screen appears.

6 Touch [Test Copy].



The Test Copy screen appears.

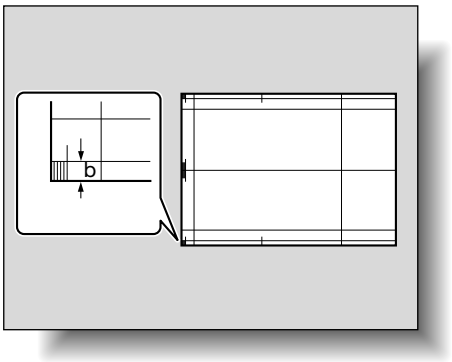
7 Press the [Start] key.

A test pattern is printed.

8 Touch [Close].

The Centering screen appears.

9 Check the distances (b) from the print position of the test pattern to the edge of the paper.



10 If the desire print results are not achieved, change the adjustment value.

- To increase distance (b), touch [+].
- To reduce distance (b), touch [–].
- Each time [+] or [–] is touched, the value is increased or decreased by one increment.

11 Repeat steps 6 through 10 until the desired print results are achieved.

12 Touch [OK].

- To cancel changes to the settings, touch [Cancel].

The print position is adjusted.

...

Note

Enter the value by mm using the keypad. Refer to the conversion rate below. 1 in. = 25.4 mm

12.6 Adjusting the Finisher

Detail

For details on the "Fold & Staple" setting, refer to "To bind copies at the center ("Fold & Staple")" on page 3-68.

Adjusting the Center Stapling Position

The stapling position when printing with the "Fold & Staple" function can be adjusted.

✔ Use the "Fold & Staple" function to print a single sample copy, and then perform the adjustment while checking the sample that was created.

1 Display the Administrator Setting screen.

– For details on displaying the Administrator Setting screen, refer to "Displaying the Administrator Setting Screen" on page 12-39.

2 Touch [1 System Setting].

The System Setting screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

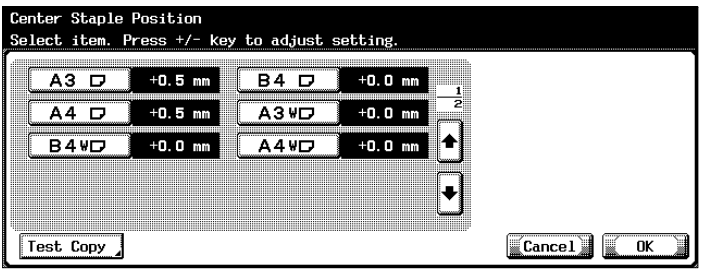
4 Touch [5 Finisher Adjustment].

The Finisher Adjustment screen appears.

5 Touch [1 Center Staple Position].

The Center Staple Position screen appears.

6 Touch the button for the paper size to be set.



7 Touch [Test Copy].

The Test Copy screen appears.

8 Press the [Start] key.

The sample copy is printed.

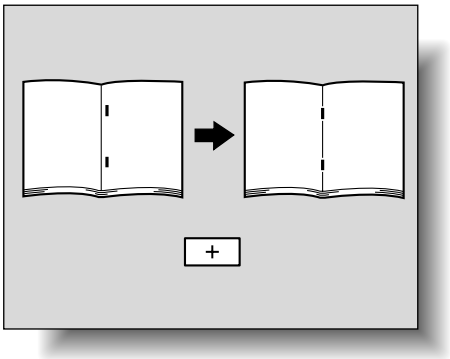
9 Touch [Close].

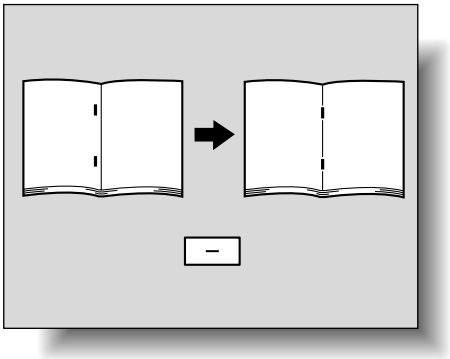
The Center Staple Position screen appears again.

10 Compare the width of the left pages of the copy sample with the width of the right pages to check for the center of the paper.

11 If the desire print results are not achieved, change the adjustment value.

- If the staple position is too far to the right of the center of the paper, touch [+] (between 0.1 mm and 12.7 mm).
- If the staple position is too far to the left of the center of the paper, touch [–] (between 0.1 mm and 12.8 mm).
- To scroll through the values quickly, touch [+] or [–] continuously.





12 Repeat steps 6 through 11 until the desired print results are achieved.

13 Touch [OK].

- To cancel changes to the settings, touch [Cancel] .

Note

Enter the value by mm using the keypad. Refer to the conversion rate below. 1 in. = 25.4 mm

Adjusting the Half-Fold Position

The half-fold position when printing with the “Fold & Staple” function can be adjusted.

✔ Use the “Fold & Staple” function to print a single sample copy, and then perform the adjustment while checking the sample that was created.

1 Display the Administrator Setting screen.

– For details on displaying the Administrator Setting screen, refer to “Displaying the Administrator Setting Screen” on page 12-39.

2 Touch [1 System Setting].

The System Setting screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

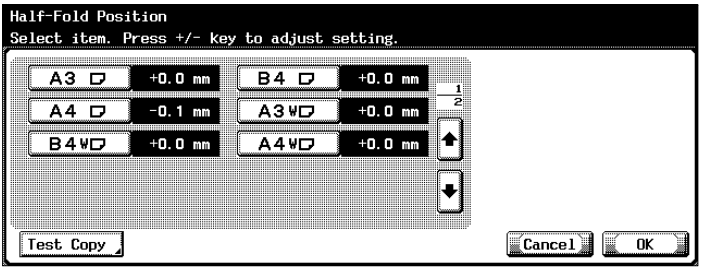
4 Touch [5 Finisher Adjustment].

The Finisher Adjustment screen appears.

5 Touch [2 Half-Fold Position].

The Half-Fold Position screen appears.

6 Touch the button for the paper size to be set.



7 Touch [Test Copy].

The Test Copy screen appears.

8 Press the [Start] key.

The test pattern is printed.

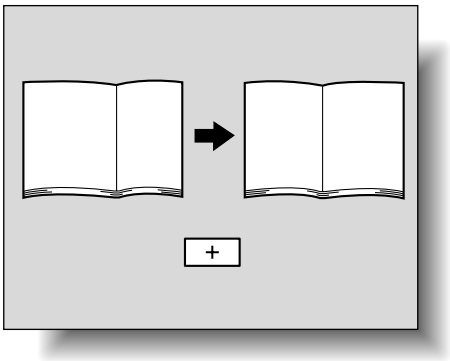
9 Touch [Close].

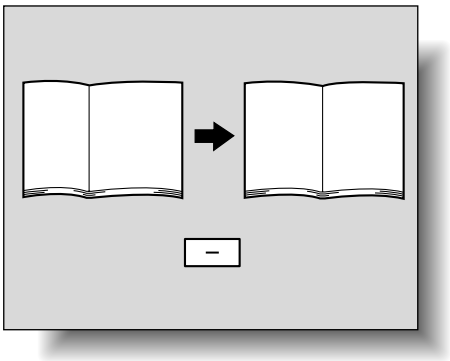
The Half-Fold Position screen appears again.

10 Compare the width of the left pages of the copy sample with the width of the right pages to check for the center of the paper.

11 If the desire print results are not achieved, change the adjustment value.

- If the folding position is too far to the right of the center of paper, touch [+] (between 0.1 mm and 12.7 mm).
- If the folding position is too far to the left of the center of paper, touch [–] (between 0.1 mm and 12.8 mm).
- To scroll through the values quickly, touch [+] or [–] continuously.





12 Repeat steps 6 through 11 until the desired print results achieved.

13 Touch [OK].

- To cancel changes to the settings, touch [Cancel] .

Note

Enter the value by mm using the keypad. Refer to the conversion rate below. 1 in. = 25.4 mm

Adjusting the Hole-Punching Positions (Punch Vertical Position)

When PK-505 is installed, the vertical position of the punched holes can be adjusted.

✔ Use the "Punch" function to print a single sample copy, and then perform the adjustment while checking the sample that was created.

1 Display the Administrator Setting screen.

– For details on displaying the Administrator Setting screen, refer to "Displaying the Administrator Setting Screen" on page 12-39.

2 Touch [1 System Setting].

The System Setting screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

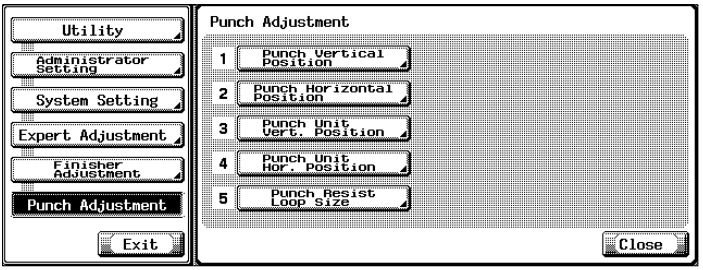
4 Touch [5 Finisher Adjustment].

The Finisher Adjustment screen appears.

5 Touch [3 Punch Adjustment].

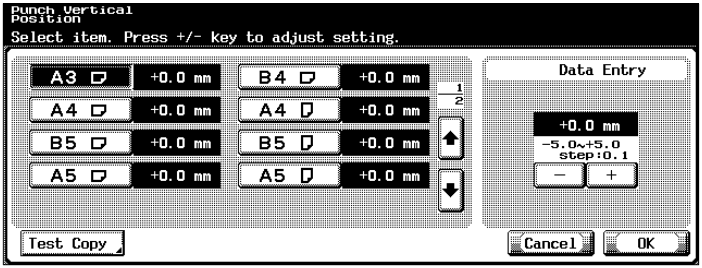
The Punch Adjustment screen appears.

6 Touch [1 Punch Vertical Position].



The Punch Vertical Position screen appears.

7 Touch the button for the paper size to be set.



8 Touch [Test Copy].

The Test Copy screen appears.

9 Press the [Start] key.

The sample copy is printed.

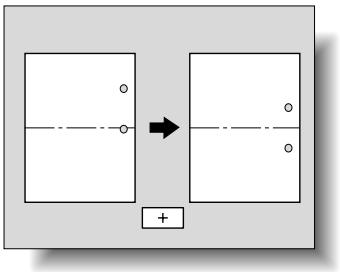
10 Touch [Close].

The Punch Vertical Position screen appears again.

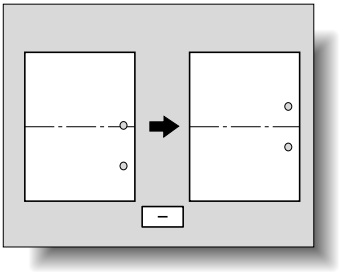
11 Check the sample copy for the punch positions and for the center of the paper.

12 If the desire print results are not achieved, change the adjustment value.

– If the punch positions are too far above the center of the paper, touch [+] (between 0.1 mm and 5.0 mm).



– If the punch positions are too far below the center of the paper, touch [–] (between –0.1 mm and –5.0 mm).



13 Repeat steps 7 through 12 until the desired print results are achieved.

14 Touch [OK].

– To cancel changes to the settings, touch [Cancel].

Note

Enter the value by mm using the keypad. Refer to the conversion rate below. 1 in. = 25.4 mm

When PK-505 and ZU-602 are installed, adjustments can be made using both the "Punch Adjustment" and "Z-Fold Position Adjustment" parameters. Contact your technical representative.

Adjusting the Hole-Punching Positions (Punch Horizontal Position)

When PK-505 is installed, the horizontal position of the punched holes can be adjusted.

✔ Use the “Punch” function to print a single sample copy, and then perform the adjustment while checking the sample that was created.

1 Display the Administrator Setting screen.

– For details on displaying the Administrator Setting screen, refer to “Displaying the Administrator Setting Screen” on page 12-39.

2 Touch [1 System Setting].

The System Setting screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

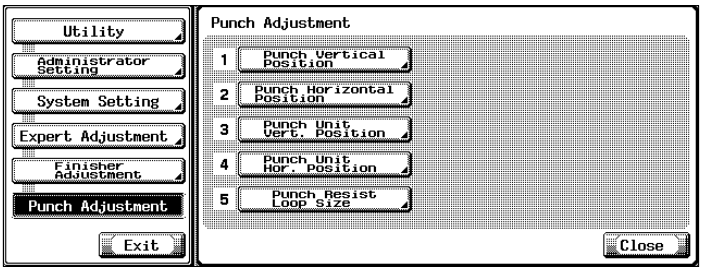
4 Touch [5 Finisher Adjustment].

The Finisher Adjustment screen appears.

5 Touch [3 Punch Adjustment].

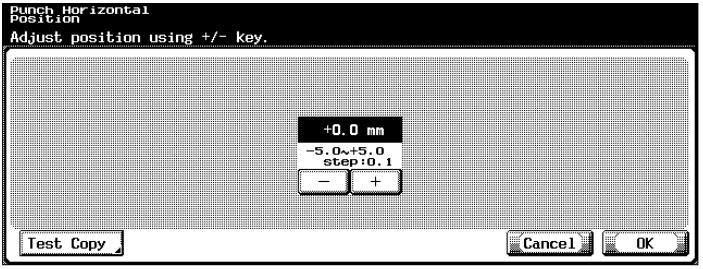
The Punch Adjustment screen appears.

6 Touch [2 Punch Horizontal Position].



The Punch Horizontal Position screen appears.

7 Touch [Test Copy].



The Test Copy screen appears.

8 Press the [Start] key.

The sample copy is printed.

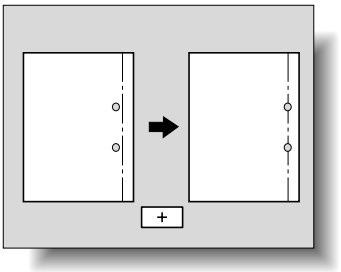
9 Touch [Close].

The Punch Horizontal Position screen appears again.

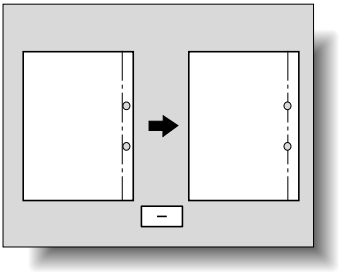
10 Check the punch positions in the sample copy.

11 If the desire print results are not achieved, change the adjustment value.

– If the punch positions are too far on the right side of the paper, touch [+] (between 0.1 mm and 5.0 mm).



– If the punch positions are too far on the left side of the paper, touch [–] (between –0.1 mm and –5.0 mm).



12 Repeat steps 7 through 11 until the desired print results are achieved.

13 Touch [OK].

– To cancel changes to the settings, touch [Cancel].

Note

Enter the value by mm using the keypad. Refer to the conversion rate below. 1 in. = 25.4 mm

When PK-505 and ZU-602 are installed, adjustments can be made using both the "Punch Adjustment" and "Z-Fold Position Adjustment" parameters. Contact your technical representative.

Adjusting the Hole-Punching Positions (Punch Unit Vert. Position)

When ZU-602 is installed, the vertical position of the punched holes can be adjusted.

✔ Use the “Punch” function to print a single sample copy, and then perform the adjustment while checking the sample that was created.

1 Display the Administrator Setting screen.

– For details on displaying the Administrator Setting screen, refer to “Displaying the Administrator Setting Screen” on page 12-39.

2 Touch [1 System Setting].

The System Setting screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

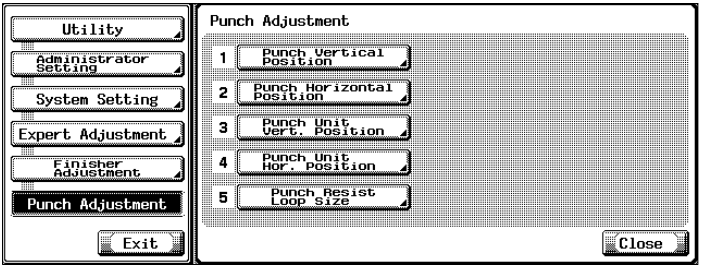
4 Touch [5 Finisher Adjustment].

The Finisher Adjustment screen appears.

5 Touch [3 Punch Adjustment].

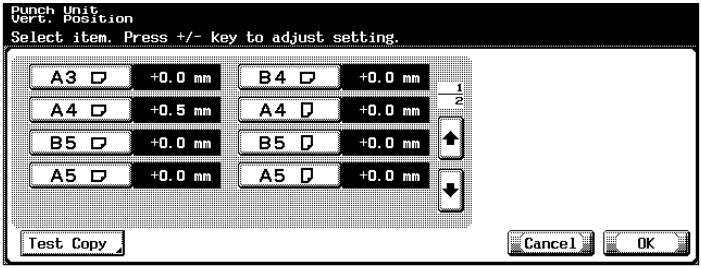
The Punch Adjustment screen appears.

6 Touch [3 Punch Unit Vert. Position].



The Punch Unit Vert. Position screen appears.

7 Touch the button for the paper size to be set.



8 Touch [Test Copy].

The Test Copy screen appears.

9 Press the [Start] key.

The sample copy is printed.

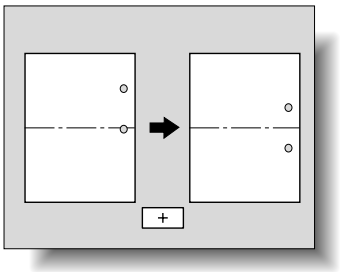
10 Touch [Close].

The Punch Unit Vert. Position screen appears again.

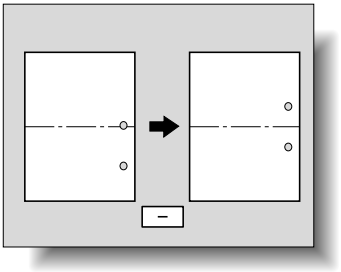
11 Check the sample copy for the punch positions and for the center of the paper.

12 If the desire print results are not achieved, change the adjustment value.

– If the punch positions are too far above the center of the paper, touch [+] (between 0.1 mm and 5.0 mm).



– If the punch positions are too far below the center of the paper, touch [–] (between –0.1 mm and –5.0 mm).



13 Repeat steps 7 through 12 until the desired print results are achieved.

14 Touch [OK].

– To cancel changes to the settings, touch [Cancel].

Note

Enter the value by mm using the keypad. Refer to the conversion rate below. 1 in. = 25.4 mm

When PK-505 and ZU-602 are installed, adjustments can be made using both the "Punch Adjustment" and "Z-Fold Position Adjustment" parameters. Contact your technical representative.

Adjusting the Hole-Punching Positions (Punch Unit Hor. Position)

When ZU-602 is installed, the horizontal position of the punched holes can be adjusted.

✔ Use the “Punch” function to print a single sample copy, and then perform the adjustment while checking the sample that was created.

1 Display the Administrator Setting screen.

– For details on displaying the Administrator Setting screen, refer to “Displaying the Administrator Setting Screen” on page 12-39.

2 Touch [1 System Setting].

The System Setting screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

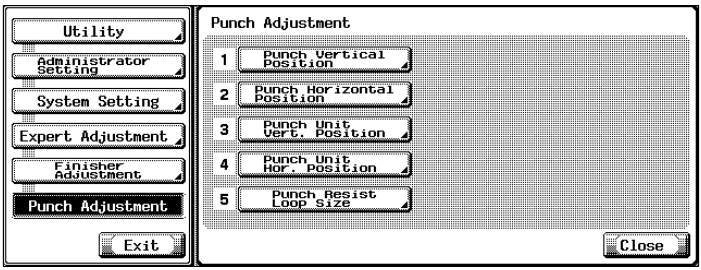
4 Touch [5 Finisher Adjustment].

The Finisher Adjustment screen appears.

5 Touch [3 Punch Adjustment].

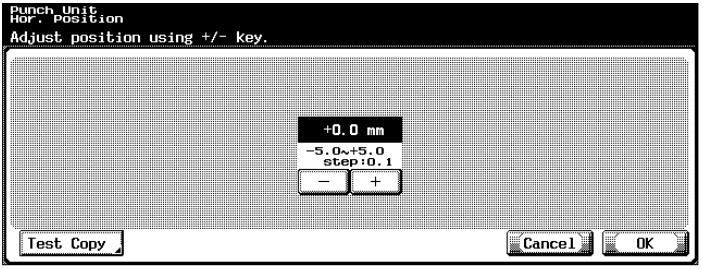
The Punch Adjustment screen appears.

6 Touch [4 Punch Unit Hor. Position].



The Punch Unit Hor. Position screen appears.

7 Touch [Test Copy].



The Test Copy screen appears.

8 Press the [Start] key.

The sample copy is printed.

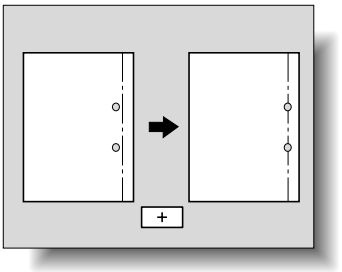
9 Touch [Close].

The Punch Unit Hor. Position screen appears again.

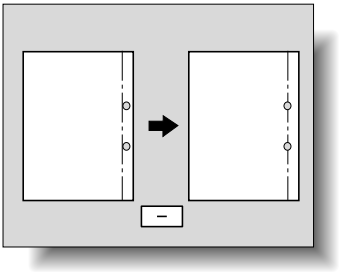
10 Check the punch positions in the sample copy.

11 If the desire print results are not achieved, change the adjustment value.

– If the punch positions are too far on the right side of the paper, touch [+] (between 0.1 mm and 5.0 mm).



– If the punch positions are too far on the left side of the paper, touch [–] (between –0.1 mm and –5.0 mm).



12 Repeat steps 7 through 11 until the desired print results are achieved.

13 Touch [OK].

– To cancel changes to the settings, touch [Cancel].

Note

Enter the value by mm using the keypad. Refer to the conversion rate below. 1 in. = 25.4 mm

When PK-505 and ZU-602 are installed, adjustments can be made using both the "Punch Adjustment" and "Z-Fold Position Adjustment" parameters. Contact your technical representative.

Adjusting the Hole-Punching Positions (Punch Resist Loop Size)

The slope of the punched hole positions for double-sided printing and output-putting cover pages can be adjusted.

✔ Use the “Punch” function to print a single sample copy, and then perform the adjustment while checking the sample that was created.

1 Display the Administrator Setting screen.

– For details on displaying the Administrator Setting screen, refer to “Displaying the Administrator Setting Screen” on page 12-39.

2 Touch [1 System Setting].

The System Setting screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

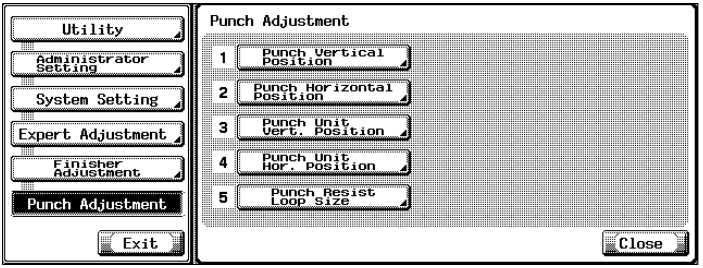
4 Touch [5 Finisher Adjustment].

The Finisher Adjustment screen appears.

5 Touch [3 Punch Adjustment].

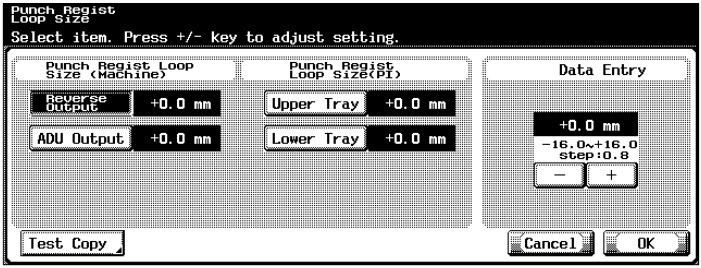
The Punch Adjustment screen appears.

6 Touch [5 Punch Resist Loop Size].



The Punch Regist Loop Size screen appears.

7 Touch the button for setting to be specified.



8 Touch [Test Copy].

The Test Copy screen appears.

9 Press the [Start] key.

The sample copy is printed.

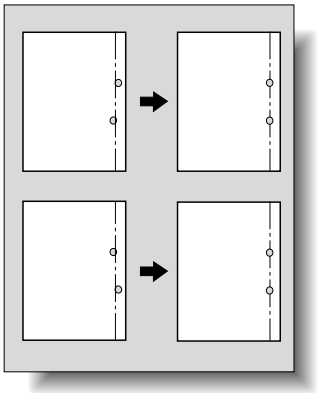
10 Touch [Close].

The Punch Regist Loop Size screen appears again.

11 Check the punch positions in the sample copy.

12 If the desire print results are not achieved, change the adjustment value.

– If the positions of the punched holes are not aligned on the paper, touch [+] and [–] to increase or decrease the adjustment (between –16.0 mm and 16.0 mm).
If the adjustment value is large, the edge of the paper may become folded.



13 Repeat steps 7 through 11 until the desired print results are achieved.

14 Touch [OK].

– To cancel changes to the settings, touch [Cancel].

Note

Enter the value by mm using the keypad. Refer to the conversion rate below. 1 in. = 25.4 mm

When PK-505 and ZU-602 are installed, adjustments can be made using both the "Punch Adjustment" and "Z-Fold Position Adjustment" parameters. Contact your technical representative.

Adjusting the Z-Fold Positions

The first and second folding positions for Z-Fold can be adjusted.

✔ Use the "Z-Fold" function to print a single sample copy, and then perform the adjustment while checking the sample that was created.
When making adjustments to settings for both the "1st Z-Folded Position" and "2nd Z-Folded Position", be sure to first adjust the setting for the "1st Z-Folded Position".

✔ The Z-fold position can be adjusted only when optional Z-folding unit ZU-602 is installed.

1 Display the Administrator Setting screen.

2 Touch [1 System Setting].

The System Setting screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

4 Touch [5 Finisher Adjustment].

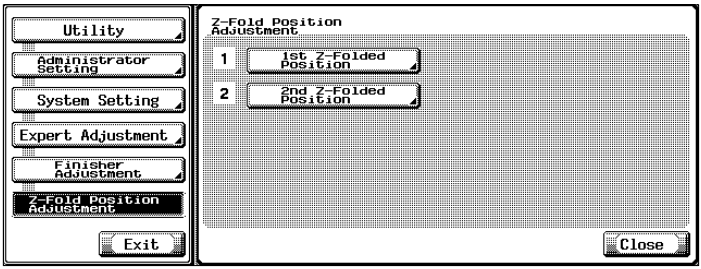
The Finisher Adjustment screen appears.

5 Touch [4 Z-Fold Position Adjustment].

The Z-Fold Position Adjustment screen appears.

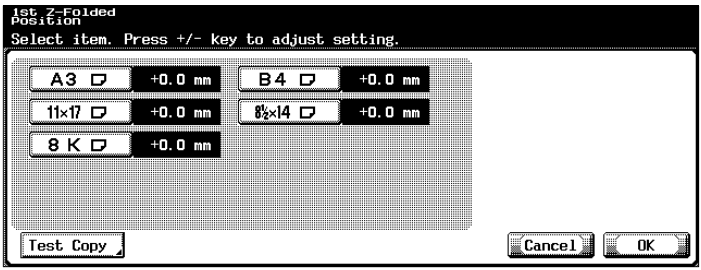
6 Touch [1st Z-Folded Position] or [2nd Z-Folded Position].

- Touch [1st Z-Folded Position] to adjust the first folding position.
- Touch [2nd Z-Folded Position] to adjust the second folding position.



The 1st Z-Folded Position or 2nd Z-Folded Position screen appears.

7 Touch the button for the paper size to be set.



8 Touch [Test Copy].

The Test Copy screen appears.

9 Press the [Start] key.

The sample copy is printed.

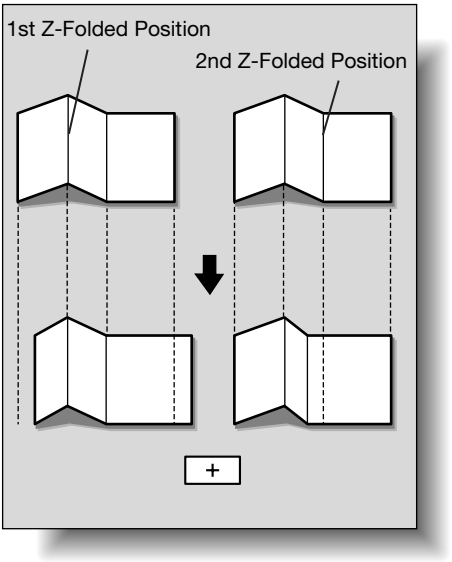
10 Touch [Close].

The 1st Z-Folded Position or 2nd Z-Folded Position screen appears again.

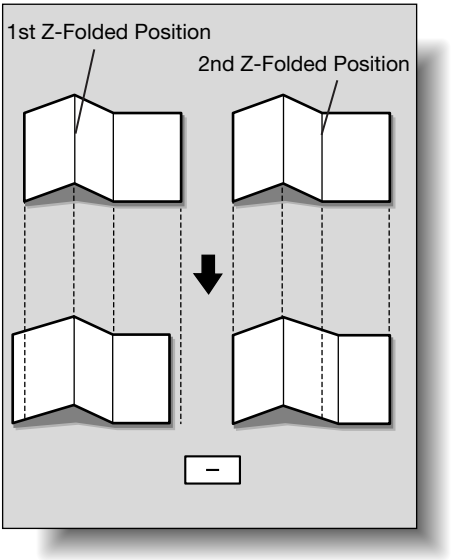
11 Check the folding positions in the sample copy.

12 If the desire print results are not achieved, change the adjustment value.

– If the folding position is too far on the left side of the paper, touch [+] (between 0.1 mm and 12.7 mm).



– If the folding position is too far on the right side of the paper, touch [–] (between –0.1 mm and –12.8 mm).



13 Repeat steps 7 through 12 until the desired print results are achieved.

14 Touch [OK].

– To cancel changes to the settings, touch [Cancel].

Note

Enter the value by mm using the keypad. Refer to the conversion rate below. 1 in. = 25.4 mm

When PK-505 and ZU-602 are installed, adjustments can be made using both the "Punch Adjustment" and "Z-Fold Position Adjustment" parameters. Contact your technical representative.

Adjusting the Tri-Fold Positions

The folding positions when using the "Tri-Fold" setting can be adjusted.

✔ Use the "Tri-Fold" function to print a single sample copy, and then perform the adjustment while checking the sample that was created.

1 Display the Administrator Setting screen.

2 Touch [1 System Setting].

The System Setting screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

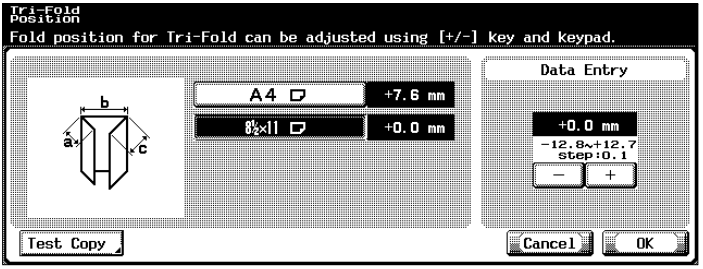
4 Touch [5 Finisher Adjustment].

The Finisher Adjustment screen appears.

5 Touch [5 Tri-Fold Position].

The Tri-Fold Position screen appears.

6 Touch the button for the paper size to be set.



7 Touch [Test Copy].

The Test Copy screen appears.

8 Press the [Start] key.

The sample copy is printed.

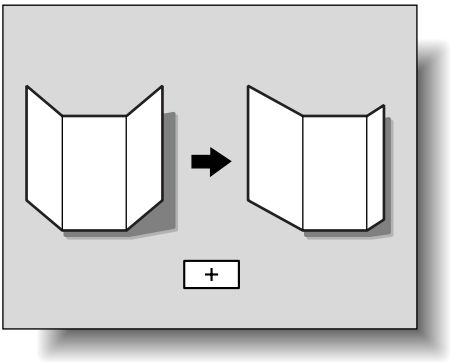
9 Touch [Close].

The Tri-Fold Position screen appears again.

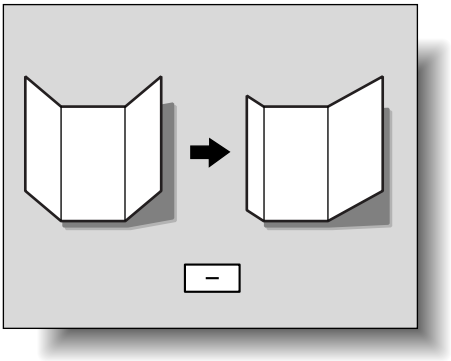
10 Check the folding positions in the sample copy.

11 If the desire print results are not achieved, change the adjustment value.

– If the folding position is too far on the right side of the paper, touch [+] (between 0.1 mm and 12.7 mm).



– If the folding position is too far on the left side of the paper, touch [–] (between –0.1 mm and –12.8 mm).



12 Repeat steps 6 through 11 until the desired print results are achieved.

13 Touch [OK].

– To cancel changes to the settings, touch [Cancel].

Note

Enter the value by mm using the keypad. Refer to the conversion rate below. 1 in. = 25.4 mm

Adjusting the Pitch of the Two Staples

The distance between the two staples can be adjusted.

✔ Use the "2 Position" Staple function to print a single sample copy, and then perform the adjustment while checking the sample that was created.

✔ [6 2 Position Staple] appears only if finisher FS-602 is installed.

1 Display the Administrator Setting screen.

2 Touch [1 System Setting].

The System Setting screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

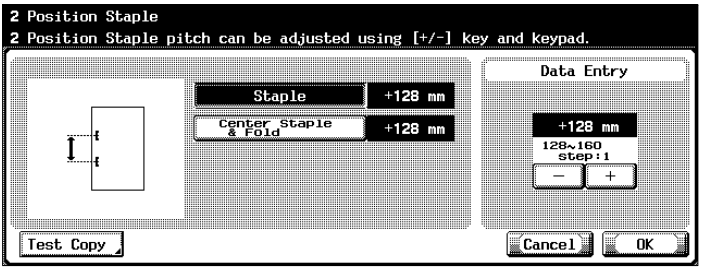
4 Touch [5 Finisher Adjustment].

The Finisher Adjustment screen appears.

5 Touch [6 2 Position Staple].

The 2 Position Staple screen appears.

6 Touch the button for setting to be specified.



7 Touch [Test Copy].

The Test Copy screen appears.

8 Press the [Start] key.

The sample copy is printed.

9 Touch [Close].

The 2 Position Staple screen appears again.

10 Check the stapling positions in the sample copy.

11 If the desire print results are not achieved, change the adjustment value.

– Touch [+] and [–] to adjust the distance (between 128 and 160 mm) between the staples.

12 Repeat steps 6 through 11 until the desired print results are achieved.

13 Touch [OK].

– To cancel changes to the settings, touch [Cancel].

...

Note

Enter the value by mm using the keypad. Refer to the conversion rate below. 1 in. = 25.4 mm

Cover Sheet Tray Size

Adjust the cover sheet tray size if the paper cannot be detected correctly or if one side of the cover sheet feeder is adjusted.

✔ This parameter is available only if cover sheet feeder PI-501 is installed.

1 Display the Administrator Setting screen.

2 Touch [1 System Setting].

The System Setting screen appears.

3 Touch [7 Expert Adjustment].

The Expert Adjustment screen appears.

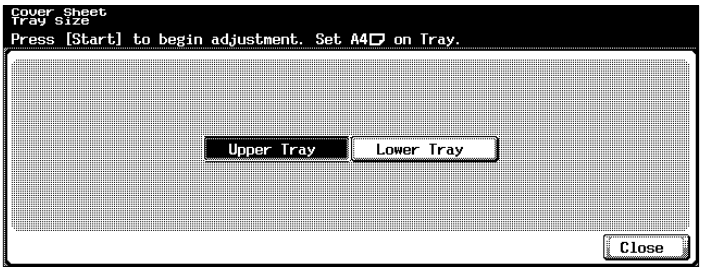
4 Touch [5 Finisher Adjustment].

The Finisher Adjustment screen appears.

5 Touch [7 Cover Sheet Tray Size].

The Cover Sheet Tray Size screen appears.

6 Touch the button for the paper tray to be adjusted.



7 Load A4 ◪ -size paper into the selected paper tray.

8 Press the [Start] key.

– Adjust the cover sheet feeder tray.

9 To adjust the other paper tray , repeat steps 6 through 8.

10 Touch [Close].

– The Finisher Adjustment screen appears again.

12.7 Authentication Method

User authentication and account track settings can be specified to limit the use of this machine. User authentication settings are specified to manage individuals, and account track settings are specified to manage groups and multiple users.

By specifying both user authentication and account track settings, the number of prints made by each group can be managed for each individual user.

...

Note

A total of 1,000 users and accounts can be registered on this machine.

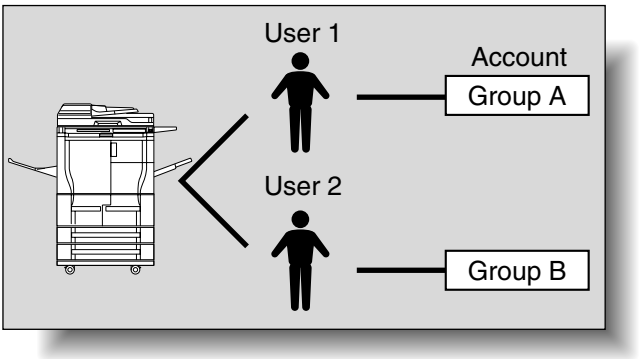
If an authentication mode is set, the authentication screen is displayed while this machine is in standby. In order to use this machine when user authentication or account track settings are specified, the user name and password must be entered. For details, refer to "Controlling the Use of This Machine With User Authentication" on page 2-33.

User authentication and account track

User authentication and account track can be used to specify the following settings.

- User authentication
 - Limits on the available functions (copy operations, scanning operations and printing)
 - Counters for printing/scanning by each user
 - Limits on the number of pages printed
 - Management of personal boxes by each owner
 - Delete and restrict jobs of other users
- Account track
 - Counters for printing/scanning from each account
 - Limits on the number of pages printed

When User Authentication and Account Track Are Synchronized



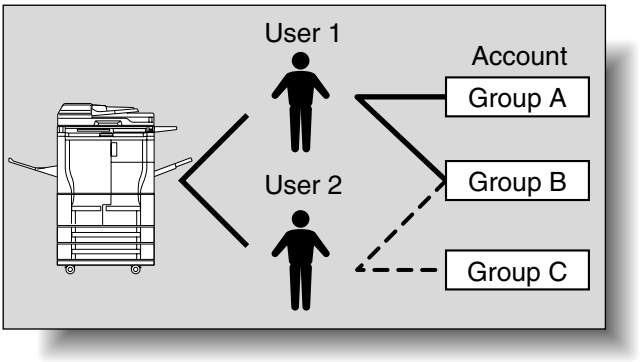
This setup is used when the machine is used by multiple departments and the use by each employee is managed by each department. With this setup, totals can be maintained on each employee (each user) and on each department (each account).

...

Note

The account track and user authentication settings can be specified separately. Check the differences between these features, and then specify the appropriate settings.

When User Authentication and Account Track Are Used Separately



This setup is used when the machine is used by multiple employees with each employee performing multiple duties, which are to be totaled separately. With this setup, totals can be maintained on each employee (each user) and on each duty of the employee (each account).

To select an authentication method

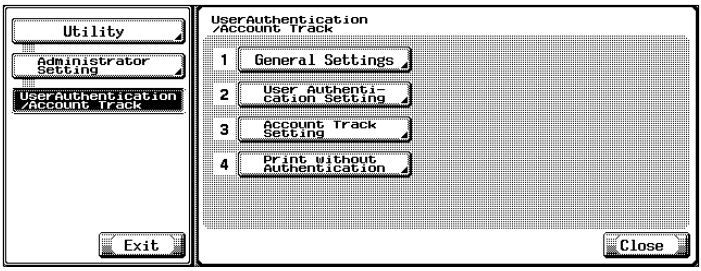
1 Display the Administrator Setting screen.

– For details on displaying the Administrator Setting screen, refer to “Displaying the Administrator Setting Screen” on page 12-39.

2 Touch [4 User Authentication/Account Track].

The User Authentication/Account Track screen appears.

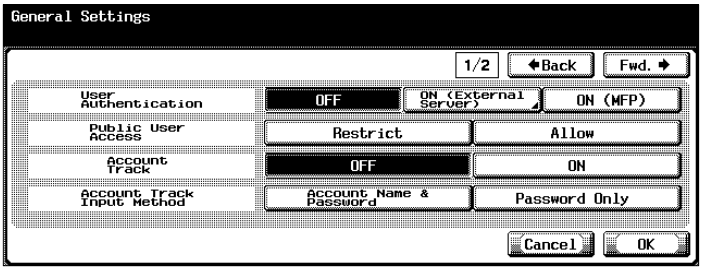
3 Touch [1 General Settings].



The General Settings screen appears.

4 Beside “User Authentication”, touch the button for the desired setting.

– To cancel user authentication, touch [OFF].
– To use the user authentication function from an external server, touch [ON (External Server)], and then select the server type.
– To use the user authentication function of this machine, touch [ON (MFP)].



5 Beside “Public User Access”, touch the button for the desired setting.

- To prohibit unregistered users from using this machine, touch [Restrict].
- To allow this machine to be used when a user name or password is not entered even though user authentication settings have been applied, touch [Allow].
- “Synchronize User Authentication & Account Track” appears if “User Authentication” is set to “ON (External Server)” or “ON (MFP)” and “Account Track” is set to “ON”.
- If “Synchronize User Authentication & Account Track” is set to “Synchronize”, even when “Public User Access” is set to “Allow”, “Public User Access” changes to “Restrict”.

6 Beside “Account Track”, touch the button for the desired setting.

- To cancel account tracking, touch [OFF].
- To use the account track function, touch [ON].

7 Beside “Account Track Input Method”, touch the button for the desired setting.

- To allow this machine to be used after the account name and password are entered in the account track screen, touch [Account Name & Password].
- To allow this machine to be used after the password is entered in the account track screen, touch [Password Only].
- If both user authentication and account track settings have been applied, “Account Track Input Method” is set to “Account Name & Password”.

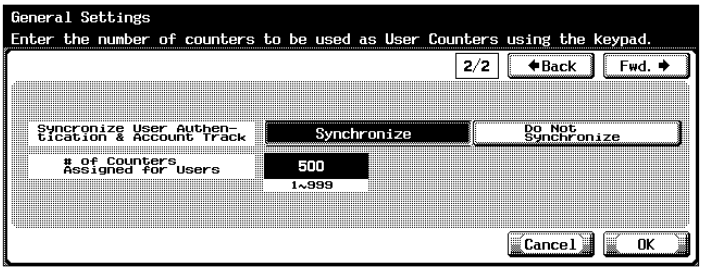
? Can “Account Track Input Method” be selected?

→ “Account Track Input Method” is not available if “Account Track” is set to “OFF”.

8 Touch [Fwd.→], and then select a setting for “Synchronize User Authentication & Account Track”.

- If “Synchronize” was selected, the necessary authentication differs if “User Authentication” is set to “ON (External Server)” or “ON (MFP)”.
 External Server: This machine can be used by entering only the user name after the machine has been used once with the appropriate user authentication and account track information entered.
 MFP: This machine can be used only with user authentication.
- To require all information to be entered for user authentication and account tracking each time that the machine is used, touch [Do Not Synchronize].

– Public user access is not permitted if “Synchronize User Authentication & Account Track” is set to “Do Not Synchronize”.



9 Beside “# of Counters Assigned for Users”, specify the desired setting.

– Press the [C] (clear) key to erase the value, and then use the keypad to specify the desired value (between 1 and 999).
– If user authentication and account track are synchronized, counters can be assigned to both accounts and users, and counts for both can be totaled.

10 Touch [OK].

– If the setting for “User Authentication” or “Account Track” was changed, the message “Are you sure you want to clear all data?” appears.

11 Touch [Yes].

The authentication method is set.

Reminder

If “Active Directory” is selected as the external server authentication, specify a password of one or more characters. If no password is specified, authentication will fail.

Do not differentiate between uppercase and lowercase letters in the user name for the external server. Since the bizhub 750/600 cannot differentiate between uppercase and lowercase letters, the operation may not be performed correctly.

Do not use quotation marks (“) or the plus sign (+) in the external server password.

For details on the operating conditions of the external server, contact the network administrator.

...

Reminder

Specify the external server authentication settings according to the network environment being used.
Active Directory: Windows 2000 Server
SMB: Windows NT 4.0 Server
NDS: NetWare 5.1, NetWare 6.0

A public user can be set to provide temporary access to this machine. If public user access is permitted, we recommend placing limitation on the machine functions that can be used. For details, refer to "User Registration" on page 12-80.

If account track settings have been applied while "User Authentication" is set to "ON (External Server)", type in the user name and password in the user authentication screen, and then type in the account name and password in the account track screen.

...

Note

"# of User Counters" appears if "User Authentication" is set to "ON (External Server)" or "ON (MFP)" and "Account Track" is set to "ON".

If the number of user counters is set to "50", up to 950 accounts can be registered.

If [No] was touched in step 11, the management data is not cleared; however, the settings cannot be changed. To save the data when changing the settings, back up the data using PageScope Data Administrator. For details, refer to the User's Guide for PageScope Data Administrator.

If user authentication is changed from external server authentication to machine authentication, the data is not cleared.

To cancel changes to the settings, touch [Cancel].

12.8 User Authentication Setting

User authentication settings can be specified.

Administrative Setting

User Name List

User authentication settings can be specified to display [List] in the user authentication screen and the User Name screen. Touch [List] to display a list of registered user names from which the desired user name can simply be selected.

Detail
The factory default setting is "OFF".

Default Function Permission

If external server authentication was selected, limitations can be placed on the machine functions that can be used by an authorized user.

The following operations can be limited.
- Copy operations
- Scan operations
- Printing operations
- Saving documents on the hard disk

Detail
The factory default setting is "Allow".

To specify the Administrative Setting

1 Display the Administrator Setting screen.

– For details on displaying the Administrator Setting screen, refer to "Displaying the Administrator Setting Screen" on page 12-39.

2 Touch [4 User Authentication/Account Track].

The User Authentication/Account Track screen appears.

3 Touch [2 User Authentication Setting].

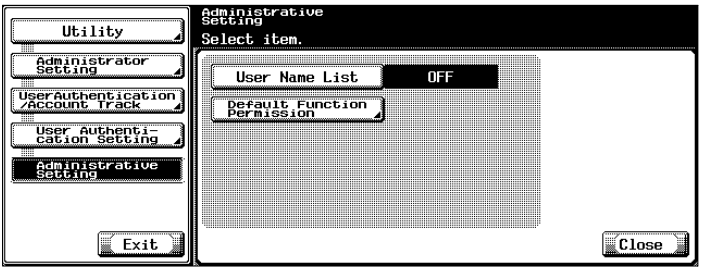
The User Authentication Setting screen appears.

? Can [2 User Authentication Setting] be selected?

→ [2 User Authentication Setting] is not available if "User Authentication" on the General Settings screen is set to "OFF".

4 Touch [1 Administrative Setting].

5 Touch [User Name List], and then touch either [ON] or [OFF].

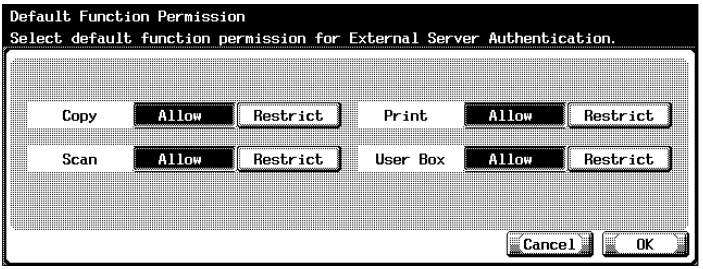


6 Touch [Default Function Permission].

The Default Function Permission screen appears.

7 Touch the buttons for the desired settings.

- To permit the operation to be performed, touch [Allow].
- To prohibit the operation to be performed, touch [Restrict].



8 Touch [OK].

The default function permissions are set.

Note

To limit machine use by authorized users, specify settings in the User Registration screen.

User Registration

The password, printing permissions, number of prints allowed, and function permissions can be specified for each user of this machine.
As an example, the following procedure describes how to register a user with authentication performed by the machine.

- ✔ A total of 1,000 users and accounts can be registered on this machine.
- ✔ If “Public User Access” on the General Settings screen is set to “Allow”, a public user is added.
- ✔ If “Account Track” on the General Settings screen is set to “ON”, the number of users set for “# of User Counters” can be registered.
- ✔ If external server authentication is selected, users are registered automatically. If users are registered in advance, function limitations can also be specified.

1 Display the Administrator Setting screen.

– For details on displaying the Administrator Setting screen, refer to “Displaying the Administrator Setting Screen” on page 12-39.

2 Touch [4 User Authentication/Account Track].

The User Authentication/Account Track screen appears.

3 Touch [2 User Authentication Setting].

The User Authentication Setting screen appears.

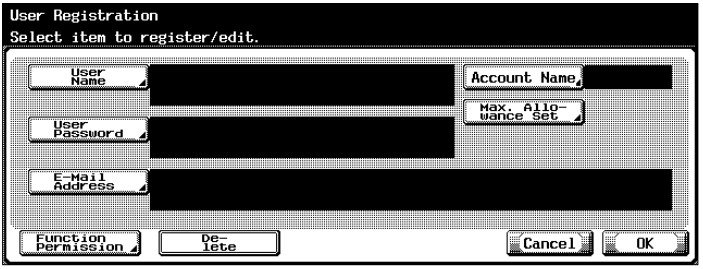
4 Touch [2 User Registration].

The User Registration screen appears.

5 Touch the button for the desired user.

The User Registration screen for the selected user appears.

6 Touch [User Name].



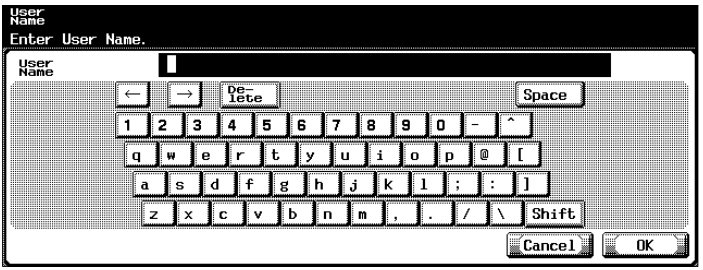
– To delete the selected user information, touch [Delete].

The User Name screen appears.

7 Type in the user name (up to 64 characters), and then touch [OK].

– For details on typing in text, refer to “Entering Text” on page 13-2.

The user name is set.



8 Touch [User Password].

The Password screen appears.

? Can [User Password] be selected?

➔ [User Password] is not available if “User Authentication” on the General Settings screen is set to “ON (External Server)”.

9 Type in the password (up to 64 characters), and then touch [OK].

A screen for retyping the password appears.

10 Retype the password specified in step 9, and then touch [OK].

The user password is set.

11 Touch [E-Mail Address].

The E-Mail Address screen appears.

12 Type in the e-mail address (up to 320 characters), and then touch [OK].

The e-mail address is set.
If the e-mail address exceeds 116 characters, [Details] appears in the User Registration screen. Touch [Details] to display the E-Mai Address Details screen and the entire e-mail address.

13 Touch [Account Name].

– [Account Name] appears only if “Account Track” is set to “ON”.

The Account Name screen appears.

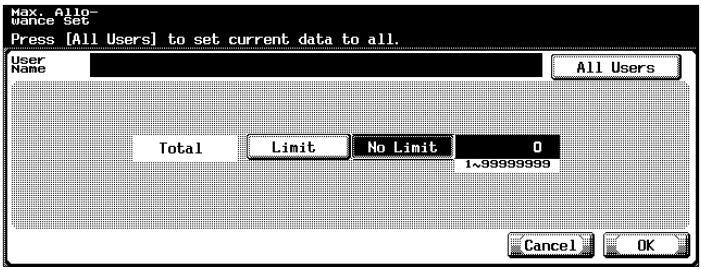
14 Touch the button for the desired account, and then touch [OK].
The account is set.

– Before an account name can be selected, accounts must have been registered. For details on registering accounts, refer to “Account Track Registration” on page 12-86.

15 Touch [Max. Allowance Set].

The Max. Allowance Set screen appears.

16 Touch [No Limit] or [Limit].



– If “Limit” was selected, use the keypad to type in the maximum number allowed.
– Touch [All Users] to apply the settings in the current screen to all registered users. Touch [All Users], and then touch [OK] in the two screens that appear to display a message and apply the settings to all users. At this time, do not turn off the machine with the main power switch.

17 Touch [OK].

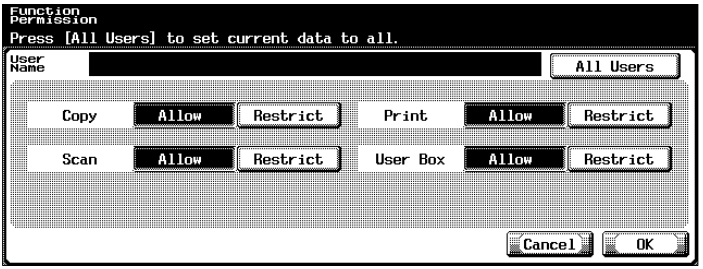
The maximum number of prints allowed are set.

18 Touch [Function Permission].

The Function Permission screen appears.

19 Touch the button for the desired setting for each operation.

- To permit the operation to be performed, touch [Allow].
- To prohibit the operation to be performed, touch [Restrict].
- Touch [All Users] to apply the settings in the current screen to all registered users. Touch [All Users], and then touch [OK] in the two screens that appear to display a message and apply the settings to all users. At this time, do not turn off the machine with the main power switch.



- If a function available to the user is different from those specified by the machine's default settings, another function is selected when the user logs on. The functions are selected in the following order: Copy → Scan → Box.
- If no operation is permitted, user authentication cannot be performed.

20 Touch [OK].

The function permissions are set.

21 Touch [OK].

- To erase the current user, touch [Cancel].

User Counter

This function is used to check the following data for each user.

Copy + Print

This count shows the total number of copies and printouts made.
- Total: Shows the total number of pages printed
- Max Allowance: Shows the maximum allowable number of prints set for the user
- Large Size: Shows the total number of pages printed on large-sized paper

Original Counter
- Shows the number of document pages that were scanned

Paper Counter
- Shows the number of pages used for printing

Copy

This count shows the total number of copies made.
- Total: Shows the total number of copies made
- Large Size: Shows the total number of copies made on large-sized paper

Print

This count shows the total number of printouts made.
- Total: Shows the total number of printouts made
- Large Size: Shows the total number of printouts made on large-sized paper

Scan
- Total: Shows the total number of pages scanned/the total number of pages printed
- Large Size: Shows the total number of large-sized pages scanned/the total number of pages printed



Note
Counting automatically continues with user counters for external server authentication.

To check the counter

1 Display the Administrator Setting screen.

– For details on displaying the Administrator Setting screen, refer to “Displaying the Administrator Setting Screen” on page 12-39.

2 Touch [4 User Authentication/Account Track].

The User Authentication/Account Track screen appears.

3 Touch [2 User Authentication Setting].

The User Authentication Setting screen appears.

4 Touch [3 User Counter].

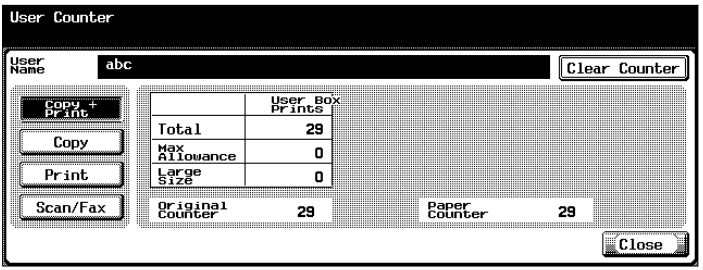
The User Counter screen appears.

5 Touch the button for the desired user.

– To clear the counters for all users, touch [Reset All Counters] in the User Counter screen containing a list of all users. A confirmation message appears, asking whether the counters should be cleared. To clear the counters for all users, touch [Yes]. The maximum number allowed is not cleared.

The User Counter screen for the selected user appears.

6 Touch the button for the counter to be viewed, and then check the counter.



– To clear the counters for the current user, touch [Clear Counter] in the User Counter screen for the current user. A confirmation message appears, asking whether the counter should be cleared. To clear the counters for the current user, touch [Yes]. The maximum number allowed is not cleared.

7 Touch [Close].

12.9 Account Track Setting



Note

A total of 1,000 users and accounts can be registered on this machine.

Account Track Registration

The password and number of prints allowed can be specified for each account using this machine.

The following procedure describes how to specify accounts when "Account Track Input Method" on the General Settings screen is set to "Account Name & Password".

1 Display the Administrator Setting screen.

– For details on displaying the Administrator Setting screen, refer to "Displaying the Administrator Setting Screen" on page 12-39.

2 Touch [4 User Authentication/Account Track].

The User Authentication/Account Track screen appears.

3 Touch [3 Account Track Setting].

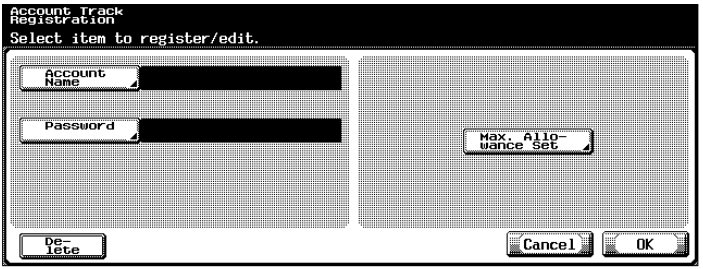
The Account Track Setting screen appears.

4 Touch [1 Account Track Registration].

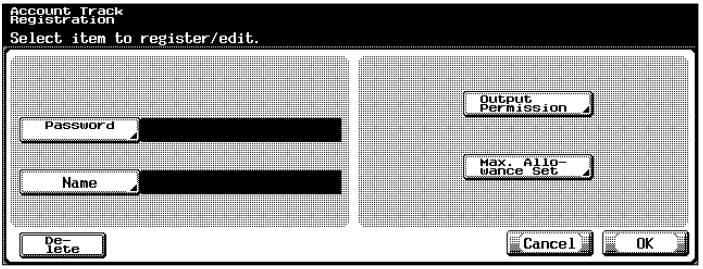
5 Touch the button for the desired account.

The Account Track Registration screen appears.

If “Account Name & Password” was selected:



If “Password Only” was selected:



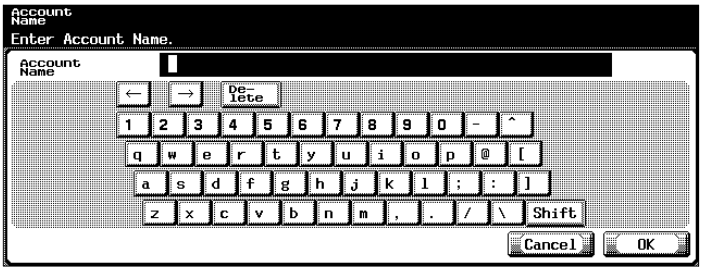
? How is the selected account information deleted?
→ Touch [Delete].

6 Touch [Account Name].

The Account Name screen appears.

7 Type in the account name (up to 8 characters), and then touch [OK].

- For details on typing in text, refer to “Entering Text” on page 13-2.
- If [Name] was displayed, type in the account name (up to 20 characters), and then touch [OK].
- If “Account Name & Password” was selected, the same account name cannot be used more than once.



The account name is set.

8 Touch [Password].

The Password screen appears.

9 Type in the password (up to 8 characters), and then touch [OK].

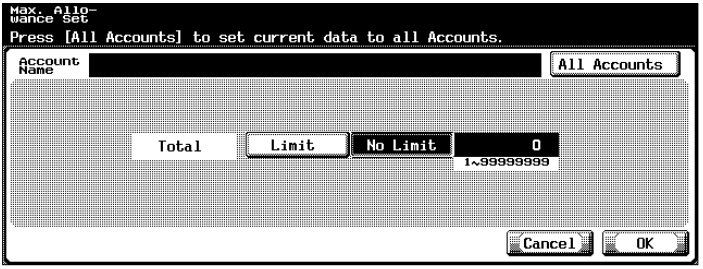
- If “Account Track Input Method” was set to “Password Only”, the same password cannot be registered more than once.
- If “Password Rules” on the Security Details screen was set to “ON”, the following passwords cannot be registered.
 The same password as one that has already been specified
 A password that repeats the same character (for example, “11111111”)
 A password containing less than 8 characters

A screen for retyping the password appears.

10 Retype the password specified in step 9, and then touch [OK].

The account password is set.

11 Touch [Max. Allowance Set].



The Max. Allowance Set screen appears.

12 Touch [No Limit] or [Limit].

- If “Limit” was selected, use the keypad to type in the maximum number allowed.
- Touch [All Accounts] to apply the settings in the current screen to all registered accounts. Touch [All Accounts], and then touch [OK] in the two screens that appear to display a message and apply the settings to all accounts. At this time, do not turn off the machine with the main power switch.

13 Touch [OK].

The maximum number of prints allowed is set.

14 Touch [OK].

- To cancel changes to the settings, touch [Cancel].

Account Track Counter

This function is used to check the following data for each account.

Copy + Print

This count shows the total number of copies and printouts made.
- Total: Shows the total number of pages printed
- Max Allowance: Shows the maximum allowable number of prints set for the user
- Large Size: Shows the total number of pages printed on large-sized paper

Original Counter
- Shows the number of document pages that were scanned

Paper Counter
- Shows the number of pages used for printing

Copy

This count shows the total number of copies made.
- Total: Shows the total number of copies made
- Large Size: Shows the total number of copies made on large-sized paper

Print

This count shows the total number of printouts made.
- Total: Shows the total number of printouts made
- Large Size: Shows the total number of printouts made on large-sized paper

Scan
- Total: Shows the total number of pages scanned/the total number of pages printed
- Large Size: Shows the total number of large-sized pages scanned/the total number of pages printed

To check the counter

1 Display the Administrator Setting screen.

– For details on displaying the Administrator Setting screen, refer to “Displaying the Administrator Setting Screen” on page 12-39.

2 Touch [4 User Authentication/Account Track].

The User Authentication/Account Track screen appears.

3 Touch [3 Account Track Setting].

The Account Track Setting screen appears.

4 Touch [2 Account Track Counter].

The Account Track Counter screen appears.

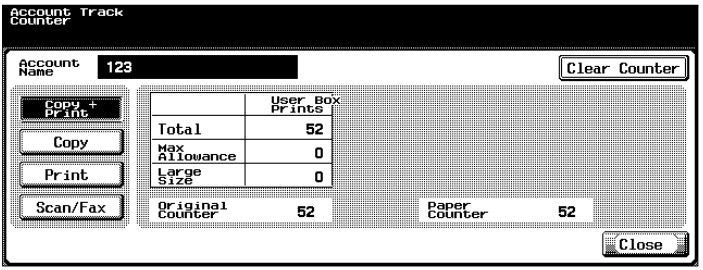
5 Touch the button for the desired account.

– To clear the counters for all accounts, touch [Reset All Counters] in the Account Track Counter screen containing a list of all accounts. A confirmation message appears, asking whether the counters should be cleared. To clear the counters for all accounts, touch [Yes]. The maximum number allowed is not cleared.

The Account Track Counter screen for the selected account appears.

6 Touch the button for the counter to be viewed, and then check the counter.

– To clear the counters for the current account, touch [Clear Counter] in the Account Track Counter screen for the current account. A confirmation message appears, asking whether the counter should be cleared. To clear the counters for the current account, touch [Yes]. The maximum number allowed is not cleared.



7 Touch [Close].

12.10 Password Rules

If password rules are applied and already specified passwords do not meet the password rules, those passwords are not accepted when they are entered. In that case, the administrator should temporarily turn off the password rules, then specify the passwords according to the following conditions.

Conditions of the password rules

Administrator Password

Limitations on the number of characters	Limitations on registering/changing
8 alphanumeric characters (case-sensitive)	• A password that consists of a repetition of the same character cannot be registered. • The same password as one before being changed cannot be registered.

User Name/Account Name

Limitations on the number of characters	Limitations on registering/changing
Between 1 and 64 alphanumeric characters (case-sensitive)	Cannot be changed.

User Password /Account Password

Limitations on the number of characters	Limitations on registering/changing
8 or more alphanumeric characters (case-sensitive)	• A password that consists of a repetition of the same character cannot be registered. • The same password as one before being changed cannot be registered.

User Box Password

Limitations on the number of characters	Limitations on registering/changing
8 alphanumeric characters (case-sensitive)	• A password that consists of a repetition of the same character cannot be registered. • The same password as one before being changed cannot be registered.

ID for the confidential document

Limitations on the number of characters	Limitations on registering/changing
Between 1 and 8 alphanumeric characters (case-sensitive)	Cannot be changed.

Password for the confidential document

Limitations on the number of characters	Limitations on registering/changing
8 alphanumeric characters (case-sensitive)	• A password that consists of a repetition of the same character cannot be registered. • The same password as one before being changed cannot be registered.

...

Note

Use the administrator password when specifying settings on the Administrative Setting screen.

Use the user name/account name when user authentication/account track settings have been applied.

Use the user password/account password when user authentication/account track settings have been applied.

For details on the "User Box Password", "ID for the confidential document" and "Password for the confidential document", refer to the bizhub 750/600 User's Guide [Box Operations].

13 Appendix

13 Appendix

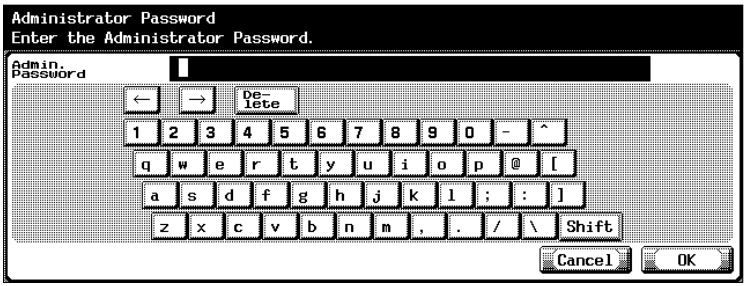
13.1 Entering Text

The following procedure describes how to use the keyboard that appears in the touch panel for typing in the names of registered accounts and custom paper sizes. The keypad can also be used to type in numbers.

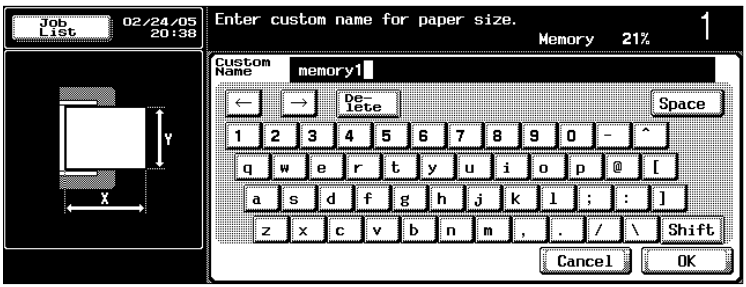
Any of the following keyboards may appear.

Example

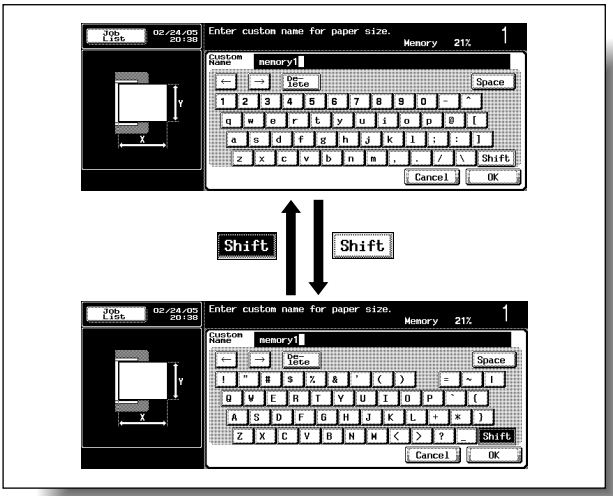
Password input screen:



Screen for entering the name of a custom paper size:



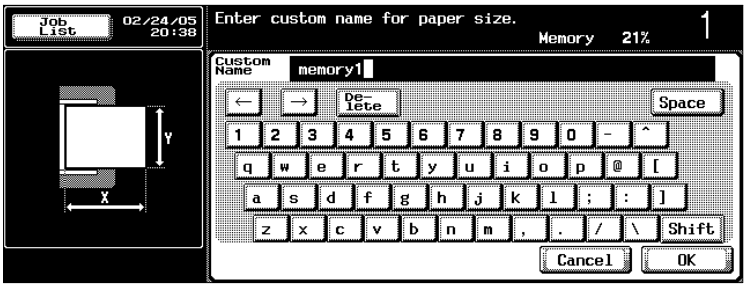
Touching [Shift] switches the keyboard display between lowercase letters (numbers) and uppercase letters (symbols).



To type text

➔ Touch the button for the desired character from the keyboard that appeared.
- To type in uppercase letters or symbols, touch [Shift].
- Numbers can also be typed in with the keypad.

The entered characters appear in the text box.



...

Note

To cancel changes to the settings, touch [Cancel].

To clear all entered text, press the [C] (clear) key.

Detail

To change a character in the entered text, touch [←] and [→] to move the cursor to the character to be changed, touch [Delete], and then type in the desired letter or number.

List of Available Characters

Alphanumeric characters / symbols	ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz (Space)!"#$%&'()+,-./\:;<=>?@[]^_{\|}~*~0123456789

13.2 Function Combination Table

Function Combination Table

		Original		Paper			Paper Type/attribute														Zoom				Density			Original Image Type				
	Setting selected later →	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
↓ Setting selected first		No. of copies	ADF	Original glass	Auto Paper Select	Paper Tray/Large capacity tray	Multiple bypass tray	Plain paper	Recycled paper	Fine paper	OHP	Labeled paper	Trace paper	Custom paper	Tab Paper	Letterhead	Special Paper	Thin paper	Thick paper	Colored Paper	Auto Zoom	× 1.0	Enlarge and Reduce	Zoom with Constant X and Y Ratio	Independent Zoom	Density(Auto)	Density(Density)	Density(Adjust Background)	Text	Text/Photo	Photo	Dot Matrix
1	No. of copies		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
2	ADF	○		–	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
3	Original glass	○	–		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
4	Auto Paper Select	○	○	○		▼	▼	○	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	○	○	○	▼	○	○	○	○	○	○	○
5	Paper Tray/Large capacity tray	○	○	○	▼		▼	○	○	○	–	–	–	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
6	Multiple bypass tray	○	○	○	▼	▼		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
7	Plain paper	○	○	○	○	○	○		–	–	–	–	–	–	–	–	–	–	–	–	○	○	○	○	○	○	○	○	○	○	○	○
8	Recycled paper	○	○	○	▼	○	○	–		–	–	–	–	–	–	–	–	–	–	–	○	○	○	○	○	○	○	○	○	○	○	○
9	Fine paper	○	○	○	▼	○	○	–	–		–	–	–	–	–	–	–	–	–	–	○	○	○	○	○	○	○	○	○	○	○	○
10	OHP	○	○	○	▼	–	○	–	–	–		–	–	–	–	–	–	–	–	–	○	○	○	○	○	○	○	○	○	○	○	○
11	Labeled paper	○	○	○	▼	–	○	–	–	–	–		–	–	–	–	–	–	–	–	○	○	○	○	○	○	○	○	○	○	○	○
12	Trace paper	○	○	○	▼	–	○	–	–	–	–	–		–	–	–	–	–	–	–	○	○	○	○	○	○	○	○	○	○	○	○
13	Custom paper	○	○	○	▼	○	○	–	–	–	–	–	–		–	–	–	–	–	–	○	○	○	○	○	○	○	○	○	○	○	○
14	Tab Paper	○	○	○	▼	○	○	–	–	–	–	–	–	–		–	–	–	–	–	○	○	○	○	○	○	○	○	○	○	○	○
15	Letterhead	○	○	○	▼	○	○	–	–	–	–	–	–	–	–		–	–	–	–	○	○	○	○	○	○	○	○	○	○	○	○
16	Special Paper	○	○	○	▼	○	○	–	–	–	–	–	–	–	–	–		–	–	–	○	○	○	○	○	○	○	○	○	○	○	○
17	Thin paper	○	○	○	▼	○	○	–	–	–	–	–	–	–	–	–	–		–	–	○	○	○	○	○	○	○	○	○	○	○	○
18	Thick paper	○	○	○	▼	○	○	–	–	–	–	–	–	–	–	–	–	–		–	○	○	○	○	○	○	○	○	○	○	○	○
19	Colored Paper	○	○	○	▼	○	○	–	–	–	–	–	–	–	–	–	–	–	–		○	○	○	○	○	○	○	○	○	○	○	○
20	Auto Zoom	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		▼	▼	▼	▼	○	○	○	○	○	○	○
21	× 1.0	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼		▼	▼	▼	○	○	○	○	○	○	○
22	Enlarge and Reduce	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼		▼	▼	○	○	○	○	○	○	○
23	Zoom with Constant X and Y Ratio	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	▼		▼	○	○	○	○	○	○	○
24	Independent Zoom	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	▼	▼		○	○	○	○	○	○	○
25	Density(Auto)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		▼	○	○	○	○	○
26	Density(Density)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼			○	○	○	○	○
27	Density(Adjust Background)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○	○
28	Text	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		▼	▼	▼
29	Text/Photo	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼		▼	▼
30	Photo	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼		▼
31	Dot Matrix	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	▼	▼	
32	single-sided originals	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
33	double-sided original	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
34	Book Copy(Separation)	○	①	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○
35	Book Copy(Book Spread)	○	①	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○
36	Mixed Original	○	○	②	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
37	Z-Folded Originals	○	○	⑦	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
38	Tabbed Originals	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○
39	Original Size Setting	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
40	Custom Size Originals	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○
41	Group	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
42	Sort	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

		Original Mode									Finishing Settings											Cory Mode						
	Setting selected later →	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58
↓ Setting selected first		single-sided originals	double-sided original	Book Copy(Separation)	Book Copy(Book Spread)	Mixed Original	Z-Folded Originals	Tabbed Originals	Original Size Setting	Custom Size Originals	Group	Sort	Offset(shifted)	Offset(crisscross)	Staple(Corner)	Staple(2 Position)	Fold & Staple	Punch	Face Up	Half Fold	Z-Fold	Tri-Fold	single-sided copies	double-sided copies	2in1	4in1	8in1	Booklet
1	No. of copies	○	○	○	○	○	○	○	○	○	○	○	⑥	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
2	ADF	○	○	①	①	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
3	Original glass	○	○	○	○	○	⑦	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
4	Auto Paper Select	○	○	▼	▼	○	○	▼	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
5	Paper Tray/Large capacity tray	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
6	Multiple bypass tray	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
7	Plain paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
8	Recycled paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
9	Fine paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
10	OHP	○	○	○	○	○	○	○	○	○	○	○	○	△	△	△	△	△	○	△	△	△	○	△	○	○	○	△
11	Labeled paper	○	○	○	○	○	○	○	○	○	○	○	○	△	△	△	△	△	○	△	△	△	○	△	○	○	○	△
12	Trace paper	○	○	○	○	○	○	○	○	○	○	○	○	△	△	△	△	△	○	△	△	△	○	△	○	○	○	△
13	Custom paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
14	Tab Paper	○	○	○	○	○	○	○	○	○	○	○	○	△	△	△	△	△	○	△	△	△	○	△	○	○	○	△
15	Letterhead	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
16	Special Paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
17	Thin paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
18	Thick paper	○	○	○	○	○	○	○	○	○	○	○	○	○	⑭	⑭	⑭	△	○	△	△	△	○	○	○	○	○	○
19	Colored Paper	○	○	○	○	○	○	○	○	○	○	○	○	○	△	△	○	△	○	○	○	○	○	○	○	○	○	○
20	Auto Zoom	○	○	▼	▼	○	○	▼	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
21	× 1.0	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	④	④	④	④
22	Enlarge and Reduce	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	④	④	④	④
23	Zoom with Constant X and Y Ratio	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	④	④	④	④
24	Independent Zoom	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	④	④	④	④
25	Density(Auto)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
26	Density(Density)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
27	Density(Adjust Background)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
28	Text	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
29	Text/Photo	○	○	○	○	○	○	○	○	○	○	⑬	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
30	Photo	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
31	Dot Matrix	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
32	single-sided originals		▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
33	double-sided original	▼		▼	▼	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
34	Book Copy(Separation)	○	▼		▼	○	⑦	△	○	○	○	○	○	△	○	○	△	○	○	△	○	△	○	○	△	△	△	△
35	Book Copy(Book Spread)	○	▼	▼		○	⑦	△	○	○	○	○	○	○	○	○	△	○	○	△	○	△	○	○	△	△	△	△
36	Mixed Original	○	○	○	○		▼	△	△	△	⑬	○	△	△	○	○	△	○	○	△	○	△	○	○	▼	▼	▼	△
37	Z-Folded Originals	○	○	⑦	⑦	▼		△	△	△	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○
38	Tabbed Originals	○	△	△	△	△	△		▽	▽	○	○	○	○	○	○	○	⑯	○	⑯	○	○	○	○	△	△	△	△
39	Original Size Setting	○	○	○	○	▼	▼	▼		▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
40	Custom Size Originals	○	○	○	○	▼	▼	▼	▼		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
41	Group	○	○	○	○	⑬	○	○	○	○		▼	○	○	○	○	▼	○	○	▼	○	▼	○	○	▼	▼	▼	▼
42	Sort	○	○	○	○	○	○	○	○	○	▼		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

		Interleave					Application				Edit Color	Edit Image								Printing Number/ Stamp					Other				
	Setting selected later →	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86
← Setting selected first		OHP Interleave	Insert Sheet(Cover/Interleave)	Insert Image	Chapters	Cover Mode	Booklet Pagination	Image Repeat(Set Range)	Image Repeat (Auto Original Size Detect)	Image Repeat(Repeat)	Neg-/Pos. Reverse	Erase/Center Erase	Non-Image Area Erase	Full Scan	Original Direction Settings	Page Margin	Edit Margin	Centering	No Rotation	Stamp/Overlay(Set Numbering)	Stamp/Overlay(Built-in Stamp)	Stamp/Overlay(Page #)	Stamp/Overlay(Date/Time)	Stamp/Overlay(Watermark)	Separate Scan	Interrupt Mode	Mode Memory	Mode Memory(recall)	HDD Store
1	No. of copies	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
2	ADF	○	○	○	○	○	①	○	○	○	○	○	①	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
3	Original glass	○	○	▼	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
4	Auto Paper Select	▼	▼	○	⑪	▼	▼	▼	▼	▼	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
5	Paper Tray/Large capacity tray	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
6	Multiple bypass tray	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
7	Plain paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	⑧	⑧	○
8	Recycled paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	⑧	⑧	○
9	Fine paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	⑧	⑧	○
10	OHP	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	⑧	⑧	○
11	Labeled paper	△	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	⑧	⑧	○
12	Trace paper	△	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	⑧	⑧	○
13	Custom paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	⑧	⑧	○
14	Tab Paper	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	⑧	⑧	○
15	Letterhead	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	⑧	⑧	○
16	Special Paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	⑧	⑧	○
17	Thin paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	⑧	⑧	○
18	Thick paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	⑧	⑧	○
19	Colored Paper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	⑧	⑧	○
20	Auto Zoom	○	○	○	○	○	▼	▼	▼	▼	○	○	▼	○	○	○	○	▼	○	○	○	○	○	○	○	–	○	▼	○
21	× 1.0	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
22	Enlarge and Reduce	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
23	Zoom with Constant X and Y Ratio	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
24	Independent Zoom	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
25	Density(Auto)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
26	Density(Density)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
27	Density(Adjust Background)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
28	Text	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
29	Text/Photo	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
30	Photo	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
31	Dot Matrix	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
32	single-sided originals	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
33	double-sided original	○	○	○	○	○	○	▼	▼	▼	○	○	▼	○	○	○	○	△	○	○	○	○	○	○	○	–	○	▼	○
34	Book Copy(Separation)	○	△	△	△	△	△	▼	▼	▼	△	○	○	△	△	○	○	⑮	○	○	○	○	○	○	○	–	○	▼	○
35	Book Copy(Book Spread)	○	△	△	△	△	△	▼	▼	▼	△	○	○	△	△	○	○	⑮	○	○	○	△	△	○	○	–	○	▼	○
36	Mixed Original	△	△	△	△	△	○	△	△	△	○	○	○	○	○	○	○	△	○	○	○	○	○	△	○	–	○	▼	○
37	Z-Folded Originals	○	○	○	○	○	○	△	△	△	○	○	△	○	○	○	○	△	○	○	○	○	○	○	○	–	○	▼	○
38	Tabbed Originals	△	△	△	△	△	△	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
39	Original Size Setting	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
40	Custom Size Originals	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
41	Group	▼	▼	▼	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	▼	○	○	○	○	○	–	○	▼	○
42	Sort	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○

		Original			Paper			Paper Type/attribute														Zoom					Density			Original Image Type			
	Setting selected later →	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
← Setting selected first		No. of copies	ADF	Original glass	Auto Paper Select	Paper Tray/Large capacity tray	Multiple bypass tray	Plain paper	Recycled paper	Fine paper	OHP	Labeled paper	Trace paper	Custom paper	Tab Paper	Letterhead	Special Paper	Thin paper	Thick paper	Colored Paper	Auto Zoom	× 1.0	Enlarge and Reduce	Zoom with Constant X and Y Ratio	Independent Zoom	Density(Auto)	Density(Density)	Density(Adjust Background)	Text	Text/Photo	Photo	Dot Matrix	
43	Offset(shifted)	⑥	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
44	Offset(crisscross)	○	○	○	○	○	○	○	○	○	▼	▼	▼	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
45	Staple(Corner)	○	○	○	○	○	○	○	○	○	△	△	△	○	△	○	○	○	⑭	△	○	○	○	○	○	○	○	○	○	○	○	○	
46	Staple(2 Position)	○	○	○	○	○	○	○	○	○	△	△	△	○	△	○	○	○	⑭	△	○	○	○	○	○	○	○	○	○	○	○	○	
47	Fold & Staple	○	○	○	○	○	○	○	○	○	△	△	△	○	△	○	○	○	⑭	○	○	○	○	○	○	○	○	○	○	○	○	○	
48	Punch	○	○	○	○	○	○	○	○	○	△	△	△	○	△	○	○	○	△	△	○	○	○	○	○	○	○	○	○	○	○	○	
49	Face Up	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
50	Half Fold	○	○	○	○	○	○	○	○	○	△	△	△	○	△	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	
51	Z-Fold	○	○	○	○	○	○	○	○	○	△	△	△	○	△	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	
52	Tri-Fold	○	○	○	○	○	○	○	○	○	△	△	△	○	△	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	
53	single-sided copies	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
54	double-sided copies	○	○	○	○	○	○	○	○	○	△	△	△	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
55	2in1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
56	4in1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
57	8in1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
58	Booklet	○	○	○	○	○	○	○	○	○	△	△	△	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
59	OHP Interleave	▽	○	○	△	○	○	○	○	○	○	△	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
60	Insert Sheet(Cover/Interleave)	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
61	Insert Image	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
62	Chapters	○	○	○	⑪	○	○	○	○	○	△	△	△	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
63	Cover Mode	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
64	Booklet Pagination	○	○	△	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	
65	Image Repeat(Set Range)	○	①	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	
66	Image Repeat(Auto Original Size Detect)	○	①	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	
67	Image Repeat(Repeat)	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	
68	Neg-/Pos. Reverse	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
69	Erase/Center Erase	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
70	Non-Image Area Erase	○	①	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	
71	Full Scan	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
72	Original Direction Settings	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
73	Page Margin	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
74	Edit Margin	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
75	Centering	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	
76	No Rotation	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
77	Stamp/Overlay(Set Numbering)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
78	Stamp/Overlay(Built-in Stamp)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
79	Stamp/Overlay(Page #)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
80	Stamp/Overlay(Date/Time)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
81	Stamp/Overlay(Watermark)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
82	Separate Scan	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
83	Interrupt Mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
84	Mode Memory	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	
85	Mode Memory(recall)	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	
86	HDD Store	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	

		Original Mode										Finishing Settings											Cory Mode						
	Setting selected later →	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	
← Setting selected first		single-sided originals	double-sided original	Book Copy(Separation)	Book Copy(Book Spread)	Mixed Original	Z-Folded Originals	Tabbed Originals	Original Size Setting	Custom Size Originals	Group	Sort	Offset(shifted)	Offset(crisscross)	Staple(Corner)	Staple(2 Position)	Fold & Staple	Punch	Face Up	Half Fold	Z-Fold	Tri-Fold	single-sided copies	double-sided copies	2in1	4in1	8in1	Booklet	
43	Offset(shifted)	○	○	○	○	▼	○	○	○	○	○	○	＼	–	▼	▼	▼	○	▼	▼	○	▼	○	○	○	○	○	○	
44	Offset(crisscross)	○	○	▼	○	▼	▼	○	○	○	○	○	–	＼	–	–	–	–	○	–	–	–	○	○	▼	▼	▼	▼	
45	Staple(Corner)	○	○	○	○	○	○	○	○	○	○	○	▼	–	＼	▼	▼	⑨	▼	▼	○	▼	○	○	○	○	○	▼	
46	Staple(2 Position)	○	○	○	○	○	○	○	○	○	○	○	▼	–	▼	＼	▼	⑨	▼	▼	○	▼	○	○	○	○	○	▼	
47	Fold & Staple	○	○	△	△	▼	○	⑯	○	○	▼	○	▼	–	▼	▼	＼	▼	▼	▼	▼	▼	○	○	⑯	⑯	⑯	○	
48	Punch	○	○	○	○	○	○	○	○	○	○	○	○	–	⑨	⑨	▼	＼	▼	▼	○	▼	○	○	○	○	○	▼	
49	Face Up	○	○	○	○	○	○	○	○	○	○	○	▼	○	▼	▼	▼	▼	＼	▼	▼	▼	○	▼	○	○	○	▼	
50	Half Fold	○	○	△	△	▼	○	⑯	○	○	▼	○	△	–	▼	▼	▼	▼	▼	＼	▼	▼	○	○	⑯	⑯	⑯	○	
51	Z-Fold	○	○	○	○	○	○	○	○	○	○	○	○	–	○	○	▼	○	▼	▼	＼	▼	○	○	○	○	○	▼	
52	Tri-Fold	○	○	△	△	▼	○	○	○	○	▼	○	△	–	▼	▼	▼	▼	▼	▼	▼	＼	○	○	⑫	⑫	⑫	⑫	
53	single-sided copies	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	＼	▼	○	○	○	▼	
54	double-sided copies	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	▼	＼	○	○	○	○	
55	2in1	○	○	△	△	▼	○	△	○	○	○	○	○	△	○	○	⑯	○	○	⑯	○	⑫	○	○	＼	▼	▼	△	
56	4in1	○	○	△	△	▼	○	△	○	○	○	○	○	△	○	○	⑯	○	○	⑯	○	⑫	○	○	▼	＼	▼	△	
57	8in1	○	○	△	△	▼	○	△	○	○	○	○	○	△	○	○	⑯	○	○	⑯	○	⑫	○	○	▼	▼	＼	△	
58	Booklet	○	○	△	△	△	○	△	○	○	△	○	○	△	△	△	○	△	△	○	△	⑫	△	○	△	△	△	＼	
59	OHP Interleave	○	○	○	○	△	○	△	○	○	△	○	△	△	△	△	△	△	○	△	△	△	○	△	–	–	–	△	
60	Insert Sheet(Cover/Interleave)	○	○	△	△	△	○	△	○	○	△	○	○	△	○	○	△	⑩	○	△	○	⑫	○	○	–	–	–	△	
61	Insert Image	○	○	△	△	△	○	△	○	○	△	○	○	△	○	○	○	⑩	○	○	○	△	○	○	–	–	–	○	
62	Chapters	○	○	△	△	△	○	△	○	○	△	○	○	△	○	○	○	⑩	△	○	○	△	△	○	–	–	–	○	
63	Cover Mode	○	○	△	△	△	○	△	○	○	△	○	○	△	○	○	⑰	⑩	○	⑰	○	⑫	○	○	–	–	–	⑰	
64	Booklet Pagination	○	○	△	△	△	○	△	○	○	○	○	○	△	○	○	△	○	○	△	○	△	○	○	△	△	△	△	
65	Image Repeat(Set Range)	○	△	△	△	△	△	○	○	○	○	○	○	△	△	△	△	△	○	△	○	⑫	○	△	△	△	△	△	
66	Image Repeat(Auto Original Size Detect)	○	△	△	△	△	△	○	○	○	○	○	○	△	△	△	△	△	○	△	○	⑫	○	△	△	△	△	△	
67	Image Repeat(Repeat)	○	△	△	△	△	△	○	○	○	○	○	○	△	△	△	△	△	○	△	○	⑫	○	△	△	△	△	△	
68	Neg-/Pos. Reverse	○	○	△	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	
69	Erase/Center Erase	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
70	Non-Image Area Erase	○	△	○	○	○	△	△	▽	○	○	○	○	△	○	○	⑯	○	○	⑯	○	○	○	○	△	△	△	△	
71	Full Scan	○	○	△	△	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
72	Original Direction Settings	○	○	△	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
73	Page Margin	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	③	○	○	○	○	○	○	○	○	○	○	③	
74	Edit Margin	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
75	Centering	○	△	○	○	△	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
76	No Rotation	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	⑯	○	○	⑯	○	○	○	○	△	△	△	△	
77	Stamp/Overlay(Set Numbering)	○	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
78	Stamp/Overlay(Built-in Stamp)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
79	Stamp/Overlay(Page #)	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
80	Stamp/Overlay(Date/Time)	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
81	Stamp/Overlay(Watermark)	○	○	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
82	Separate Scan	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
83	Interrupt Mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
84	Mode Memory	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	
85	Mode Memory(recall)	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	
86	HDD Store	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	

		Interleave					Application				Edit Color	Edit Image								Printing Number/ Stamp					Other				
	Setting selected later →	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86
← Setting selected first		OHP Interleave	Insert Sheet(Cover/Interleave)	Insert Image	Chapters	Cover Mode	Booklet Pagination	Image Repeat(Set Range)	Image Repeat (Auto Original Size Detect)	Image Repeat(Repeat)	Neg-/Pos. Reverse	Erase/Center Erase	Non-Image Area Erase	Full Scan	Original Direction Settings	Page Margin	Edit Margin	Centering	No Rotation	Stamp/Overlay(Set Numbering)	Stamp/Overlay(Built-in Stamp)	Stamp/Overlay(Page #)	Stamp/Overlay(Date/Time)	Stamp/Overlay(Watermark)	Separate Scan	Interrupt Mode	Mode Memory	Mode Memory(recall)	HDD Store
43	Offset(shifted)	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
44	Offset(crisscross)	▼	▼	▼	▼	▼	△	▼	▼	▼	○	○	▼	▼	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
45	Staple(Corner)	▼	○	○	○	○	○	▼	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
46	Staple(2 Position)	▼	○	○	○	○	○	▼	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
47	Fold & Staple	▼	△	○	○	⑰	△	△	△	△	○	○	⑯	○	○	③	○	○	⑯	○	○	○	○	○	○	–	○	▼	○
48	Punch	▼	⑩	⑩	⑩	⑩	○	▼	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
49	Face Up	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
50	Half Fold	▼	△	○	○	⑰	△	△	△	△	○	○	⑯	○	○	○	○	○	⑯	○	○	○	○	○	○	–	○	▼	○
51	Z-Fold	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
52	Tri-Fold	▼	⑫	△	△	⑫	△	⑫	⑫	⑫	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
53	single-sided copies	○	○	○	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
54	double-sided copies	▼	○	○	○	○	○	▼	▼	▼	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
55	2in1	–	–	–	–	–	△	△	△	△	○	○	△	○	○	○	○	○	△	○	○	○	○	○	○	–	○	▼	○
56	4in1	–	–	–	–	–	△	△	△	△	○	○	△	○	○	○	○	○	△	○	○	○	○	○	○	–	○	▼	○
57	8in1	–	–	–	–	–	△	△	△	△	○	○	△	○	○	○	○	○	△	○	○	○	○	○	○	–	○	▼	○
58	Booklet	△	△	○	○	⑰	△	△	△	△	○	○	△	○	○	③	○	○	△	○	○	○	○	○	○	–	○	▼	○
59	OHP Interleave		▼	▼	▼	▼	○	△	△	△	○	○	○	○	○	○	○	○	△	○	○	○	○	○	○	–	○	▼	○
60	Insert Sheet(Cover/Interleave)	▼		▼	○	○	△	△	△	△	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
61	Insert Image	▼	▼		▼	▼	△	△	△	△	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
62	Chapters	▼	○	▼		○	△	△	△	△	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
63	Cover Mode	▼	○	▼	○		△	△	△	△	○	○	△	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
64	Booklet Pagination	○	△	△	△	△		▼	▼	▼	○	○	△	△	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
65	Image Repeat(Set Range)	△	△	△	△	△	▼		▼	▼	○	○	△	△	△	△	△	△	○	△	△	△	△	△	○	–	○	▼	○
66	Image Repeat(Auto Original Size Detect)	△	△	△	△	△	▼	▼		▼	○	○	△	△	△	△	△	△	○	△	△	△	△	△	○	–	○	▼	○
67	Image Repeat(Repeat)	△	△	△	△	△	▼	▼	▼		○	○	△	△	△	△	△	△	○	△	△	△	△	△	○	–	○	▼	○
68	Neg-/Pos. Reverse	○	○	○	○	○	○	○	○	○		○	△	△	○	○	○	○	○	△	△	△	△	△	○	–	○	▼	○
69	Erase/Center Erase	○	○	○	○	○	○	○	○	○	○		○	△	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
70	Non-Image Area Erase	○	△	△	△	△	△	▼	▼	▼	△	○		△	△	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
71	Full Scan	○	○	○	○	○	△	△	△	△	△	△	△		○	○	○	○	○	○	○	○	○	○	○	–	○	▼	○
72	Original Direction Settings	○	○	○	○	○	△	△	△	△	○	○	△	○		○	○	○	○	○	○	○	○	○	○	–	○	▼	○
73	Page Margin	○	○	○	○	○	○	△	△	△	○	○	○	○	○		○	○	○	○	○	○	○	○	○	–	○	▼	○
74	Edit Margin	○	○	○	○	○	○	△	△	△	○	○	○	○	○	○		○	○	○	○	○	○	○	○	–	○	▼	○
75	Centering	○	○	○	○	○	○	△	△	△	○	○	○	○	○	○	○		○	○	○	○	○	○	○	–	○	▼	○
76	No Rotation	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○	○	○	○	–	○	▼	○
77	Stamp/Overlay(Set Numbering)	△	○	○	○	○	○	△	△	△	△	○	○	○	○	○	○	○	○		○	○	○	○	○	–	○	▼	○
78	Stamp/Overlay(Built-in Stamp)	○	○	○	○	○	○	△	△	△	△	○	○	○	○	○	○	○	○	○		○	○	▼	○	–	○	▼	○
79	Stamp/Overlay(Page #)	○	○	○	○	○	○	△	△	△	△	○	○	○	○	○	○	○	○	○	○		○	○	○	–	○	▼	○
80	Stamp/Overlay(Date/Time)	○	○	○	○	○	○	△	△	△	△	○	○	○	○	○	○	○	○	○	○	○		○	○	–	○	▼	○
81	Stamp/Overlay(Watermark)	○	○	○	○	○	○	△	△	△	△	○	○	○	○	○	○	○	○	▼	○	○	○		○	–	○	▼	○
82	Separate Scan	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		–	○	▼	○
83	Interrupt Mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		○	○	○
84	Mode Memory	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–		–	○
85	Mode Memory(recall)	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–			○
86	HDD Store	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	○	▼	

Function combination code keys

○ : The functions can be combined.

▼ : The functions cannot be combined. The function set last has priority.

△ : The functions cannot be combined. The function set first has priority. A warning message will appear.

▽ : The functions cannot be combined. The function set first has priority. No warning message will appear, or other functions will not be available after the first function is selected.

— : The functions cannot be combined.

① The functions cannot be combined. A warning message will appear.

② If non-standard-sized original pages are combined, a warning message appears.

③ The specified binding margin width is the binding margin width at the center of the page.

④ If the “Auto Zoom for Combine/Booklet” function was set to “Auto Display Zoom Ratio”, these settings cannot be combined. The setting specified last is given priority. If “OFF” was selected, the settings can be combined.

⑤ If the “Book Copy” function is specified, the “Non-Image Area Erase” function and “Centering” setting are automatically specified. If they are unnecessary, they can be canceled.

⑥ If the number of copies is set to “1”, the “Offset” setting can be selected, but it is not applied.

⑦ In order to scan the original placed on the original glass, the “Z-Folded Original” setting is not applied.

⑧ If a copy program is recalled, copies are produced with the currently selected paper tray setting.

⑨ If the paper size that is selected is not compatible with the Staple or Punch settings, the settings cannot be combined.

⑩ If PK-505 was installed and a function that uses paper from multiple paper trays is set at the same time as a Punch setting, a warning message may appear and the settings cannot be specified. For details, contact your technical representative.

⑪ The settings can be combined if “None” is selected under “Chapter Paper”.
The settings cannot be combined if “Copy Insert” is selected under “Chapter Paper”.
If the “Chapters” function is specified first, a warning message appears.

⑫ If the “Tri-Fold Printed Side Selection” parameter is set to “Outside” and the cover sheet feeder PI-501 is selected for “Back Cover Paper” of the “Cover Mode” function, these settings cannot be combined.
The setting specified first is given priority, and a warning message appears.
If the “Tri-Fold Printed Side Selection” parameter is set to “Inside”, the settings cannot be combined under the following conditions. The setting specified first is given priority, and a warning message appears.
- When an optional paper tray is selected for “Front Cover Paper” or “Back Cover Paper” of the “Cover Mode” function
- When a Combine Originals setting is selected
- When the “Booklet” function is specified
- When the “Image Repeat” function is specified

⑬ The “Mixed Original” setting and “Group” setting can be combined; however, they cannot be combined if a Staple setting is also selected.

⑭ If the cover sheet is thick paper and the paper for the body text is plain paper while using the “Cover Mode” function, a Staple setting can also be selected.
In any other case, the settings cannot be combined, the setting specified first is given priority, and a warning message appears.

⑮ Automatically selected when settings for the “Book Copy” function are selected.

⑯ If the “Auto Booklet ON When Fold & Staple” parameter is set to “Auto Select Booklet”, the setting specified first is given priority and a warning message appears.
The settings can be combined if the parameter is set to “OFF”.

⑰ A setting under “Front Cover” can be combined with the “Booklet” function or “Half Fold” or “Fold & Staple” settings.
A setting under “Back Cover” cannot be combined with the “Booklet” function or “Half Fold” or “Fold & Staple” settings. The “Booklet” function or “Half Fold” or “Fold & Staple” settings are given priority. (If the “Booklet” function or “Half Fold” or “Fold & Staple” settings were specified first, a warning message appears.)

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